

# FY 2016 - 2017

## Unified Planning Work Program for the Central Naugatuck Valley Region MPO



Prepared by the:

Naugatuck Valley Council of Governments

June 2015

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**CENTRAL NAUGATUCK VALLEY  
METROPOLITAN PLANNING ORGANIZATION**

49 Leavenworth Street, 3rd Floor, Waterbury, CT 06702 • 203-757-0535 • 203-735-8688

**RESOLUTION 2015-07**

**ADOPTION  
FY 2016 AND 2017 UNIFIED PLANNING WORK PROGRAM  
CENTRAL NAUGATUCK VALLEY MPO**

**WHEREAS**, the Central Naugatuck Valley MPO is the federally designated transportation planning agency for the Central Naugatuck Valley planning region and receives metropolitan transportation planning funds from the US Department of Transportation to conduct the transportation planning process in conformity with federal planning guidelines;

**WHEREAS**, the CNVR MPO is required to prepare a Unified Planning Work Program that describes the tasks it will undertake over the next two years;

**WHEREAS**, the CNVR MPO has prepared the Unified Planning Work Program for FY 2016 and FY 2017.

**NOW, THEREFORE BE IT RESOLVED** that the Central Naugatuck Valley MPO has reviewed the draft UPWP for the Central Naugatuck Valley Region MPO and adopts it as the UPWP for the MPO

**BE IT FURTHER RESOLVED** that the Central Naugatuck Valley MPO authorizes the Executive Director of the Naugatuck Valley Council of Governments to negotiate and execute any and all planning agreements with the Connecticut Department of Transportation relating to Unified Planning Work Program.

This resolution shall become effective as of June 12, 2015.

I do hereby certify that the resolution adopted by the CNV MPO at a public meeting held on June 12, 2015, at which a quorum was present and that the same is a correct and true transcript from the original thereof.

Respectfully submitted,

Thomas Dunn, Mayor of Wolcott  
CNV MPO Secretary

Date: 6-12-15

Edward Edelson, *Chairman*

Leonard Assard, *Vice Chairman*

Tom Dunn, *Secretary*

## I. Statement of Cooperative MPO/State/Transit Operators Planning Roles and Responsibilities Naugatuck Valley Planning Region

### Purpose

The purpose of this statement is to outline the roles and responsibilities of the State, the Naugatuck Valley Council of Governments (NVCOG), as the federally designated transportation planning agency for the Central Naugatuck Valley Region MPO, and other appropriate providers of public transportation as required by 23 CFR Section 450.314(a) "Metropolitan Planning Agreements" [formerly 23 CFR Section 450.310(e)]. The transportation planning staff for the Central Naugatuck Valley Region MPO is hosted by the Naugatuck Valley Council of Governments.

### General Roles and Responsibilities

The NVCOG will perform the transportation planning process for the Central Naugatuck Valley Region MPO, and develop procedures to coordinate transportation planning activities in accordance with applicable federal regulations and guidance. The transportation process will, at a minimum, consist of:

1. Preparation of an annual Unified Planning Work Program that lists and describes all transportation planning studies and tasks to be completed during the fiscal year.
2. Preparation and update of a long range, multi-modal regional transportation plan (LRTP) for the CNVR MPO within the NVCOG planning region.
3. Preparation and maintenance of a short-range transportation improvement program (TIP) for the CNVR MPO within the NVCOG planning region.
4. Financial planning to ensure plan and program are financially constrained and within anticipated funding levels.
5. Conduct of planning studies and system performance monitoring,
6. Public outreach.
7. Ensuring the transportation planning process does not have a significant or disproportionate impact on low income, minority and transit dependent Title VI populations.
8. Consideration of congestion management strategies as a routine transportation planning activity.
9. Ensuring plans, projects and programs are consistent with and conform to air quality goals of reducing transportation-related emissions and attaining National Ambient Air Quality Standards (NAAQS).

### Long Range Transportation Plan

1. The NVCOG will update and prepare the long range (20-to-25 years) transportation plans for the CNVR MPO.

2. The NVCOG will work with respective MPO partners to develop a consolidated transportation plan that includes the key issues facing the larger and interconnected urbanized areas and considers the priority programs and projects.
3. The CTDOT will provide financial information and transportation-related data in support of developing the transportation plan:
4. The NVCOG will consult with the appropriate providers of public transportation on local bus capital projects to include in the transportation plans, and will work cooperatively to develop the 10-year capital programs.

### Transportation Improvement Program (TIP)

1. The TIP for the CNVR MPO will be prepared and compiled through a consultative process between CTDOT, the NVCOG, other MPO partners and the appropriate provider(s) of public transportation.
2. The CTDOT will prepare an initial list of projects to include in the new TIP and will solicit comments.
3. The CTDOT will provide detailed project descriptions, cost estimates and program schedules.
4. The CTDOT will provide a list of projects obligated during each of the federal fiscal years covered by the expiring TIP/STIP.
5. The NVCOG will compile the TIP for the CNVR MPO, and work with the MPO partners on consolidating the TIP for the MPO area.
6. The CTDOT will develop the STIP based on the MPOs' TIPs and projects located in the rural regions of Connecticut.
7. The CTDOT will provide proposed amendments to the CNVR MPO for consideration.
8. The NVCOG will consult with CTDOT on amendments to the TIP/STIP being proposed by the CNVR MPO to obtain concurrence and ensure financial consistency.

### Air Quality Planning

1. The NVCOG is committed to working with the CTDOT and the CTDEEP on air quality matters, including the assessment of transportation systems impacts on air quality.
2. The NVCOG will participate in annual air quality consultation meetings to discuss the air quality conformity process, the regional emissions analysis and air quality modeling.
3. The CTDOT will conduct the regional emissions analyses and provide the results to the NVCOG.
4. The NVCOG will make the regional emissions analysis available to the public.

### Public Participation Program

1. The NVCOG will annually review and evaluate its public participation program.
2. The NVCOG will work to ensure that low income, minority and transit dependent areas are afforded an adequate opportunity to participate in the transportation planning process, receive a fair-share of the transportation improvement benefits and do not endure a disproportionate transportation burden.



3. The NVCOG's transportation planning process will include consultation with state and local agencies responsible for land use and growth management, natural resources, environmental protection, conservation and historic preservation.
4. The NVCOG will maintain its website to provide clear and concise information on the transportation planning process and provide an opportunity to download reports and documents.

### Public Transportation Planning

1. The NVCOG will provide for the participation of transit providers at all transportation committee and policy board meetings.
2. The NVCOG will provide the opportunity for the transit providers to review and comment on planning products relating to transit issues within the region.
3. The NVCOG will provide the opportunity for the transit provider(s) to participate in UPWP, long range transportation plan and TIP development.
4. The NVCOG will assist the transit provider(s) to the extent feasible with planning for transit related activities.

### Fiscal/Financial Planning

1. The CTDOT will provide the NVCOG with up-to-date fiscal and financial information on the statewide and regional transportation improvement programs to the extent practicable.

### Congestion Management Process (CMP) Program

1. The CTDOT, as the state's primary entity for implementing and conducting the CMP, will provide the NVCOG with its congestion screening report.
2. The NVCOG will conduct highway performance monitoring for the CNVR MPO.
3. The NVCOG will work with CTDOT on programming possible congestion-reducing projects.

### Intelligent Transportation Systems (ITS) Program

1. The CTDOT will maintain the statewide ITS architecture and ensure consistency with the regional priorities.
2. The NVCOG will participate and collaborate with CTDOT on ITS projects.

### Amendment

This Statement on Transportation Planning may be amended from time to time or to coincide with annual UPWP approval as jointly deemed necessary or in the best interests of all parties, including Federal transportation agencies. The effective date will be upon endorsement by the VCOG and approval of the UPWP by the relevant Federal transportation agencies. Nothing

contained in this Statement is intended to or shall limit the authority or responsibilities assigned to signatory organizations under Connecticut law, federal law, local ordinance or charter.

## II. Naugatuck Valley Planning Region Regional Transportation Planning Process

### Introduction

The Naugatuck Valley Council of Governments (NVCOG) was formed on January 1, 2015, by the merger of the Council of Governments of the Central Naugatuck Valley (COGCNV) and the Valley Council of Governments (VCOG). The City of Bristol and Town of Plymouth, formerly of the Central Connecticut Regional Planning Agency, elected to join the new organization.

The new planning region encompasses 19 municipalities in west-central Connecticut covering approximately 422 square miles. The City of Waterbury is the largest city and serves as the region's central city. Based on the 2010 Census, the region has a total population of 448,708 people. The Naugatuck Valley planning region includes the whole of the Census-defined Waterbury urbanized area, and parts of the Bridgeport-Stamford urbanized area, New Haven urbanized area and Hartford urbanized area.

- |                |             |             |
|----------------|-------------|-------------|
| ▪ Ansonia      | ▪ Naugatuck | ▪ Southbury |
| ▪ Beacon Falls | ▪ Oxford    | ▪ Thomaston |
| ▪ Bethlehem    | ▪ Plymouth  | ▪ Waterbury |
| ▪ Bristol      | ▪ Prospect  | ▪ Watertown |
| ▪ Cheshire     | ▪ Seymour   | ▪ Wolcott   |
| ▪ Derby        | ▪ Shelton   | ▪ Woodbury  |
| ▪ Middlebury   |             |             |

The NVCOG coordinates planning activities and provides technical and support services to the region's transportation policy and decision-making boards and member municipalities. While the consolidation of COGCNV and VCOG combined planning in the region, the jurisdiction of the metropolitan planning organizations was not adjusted to correspond to the new regional planning area boundaries. The NVCOG conducts the federal transportation planning process in accordance with federal regulations, and as provided in **MAP-21** for the Greater Bridgeport and Valley MPO (Valley planning region portion) and the Central Naugatuck Valley Region MPO (CNVR MPO). Coordination and planning assistance is provided to the Capitol Region Council of Governments, which is serving as host for the Central Connecticut MPO, for work related to the City of Bristol and Town of Plymouth.



The Unified Planning Work Program for the Naugatuck Valley COG is prepared in accordance with Title 23 CFR Part 420 and Part 450 Section 308. The metropolitan transportation planning activities documented in the UPWP will be performed using funds provided by the U.S. Department of Transportation (Federal Highway Administration and Federal Transit Administration), under Title 23 U.S.C. and Title 49 U.S.C. Chapter 53. The planning tasks for the GBVMPO (Valley planning region portion), CNVR MPO and the Bristol-Plymouth portion of the CCMPO are described in the UPWP and identified by the respective MPO.

Funding to perform UPWP tasks is also provided by the Connecticut Department of Transportation (CTDOT) and member municipalities of the NVCOG.

### Metropolitan Planning

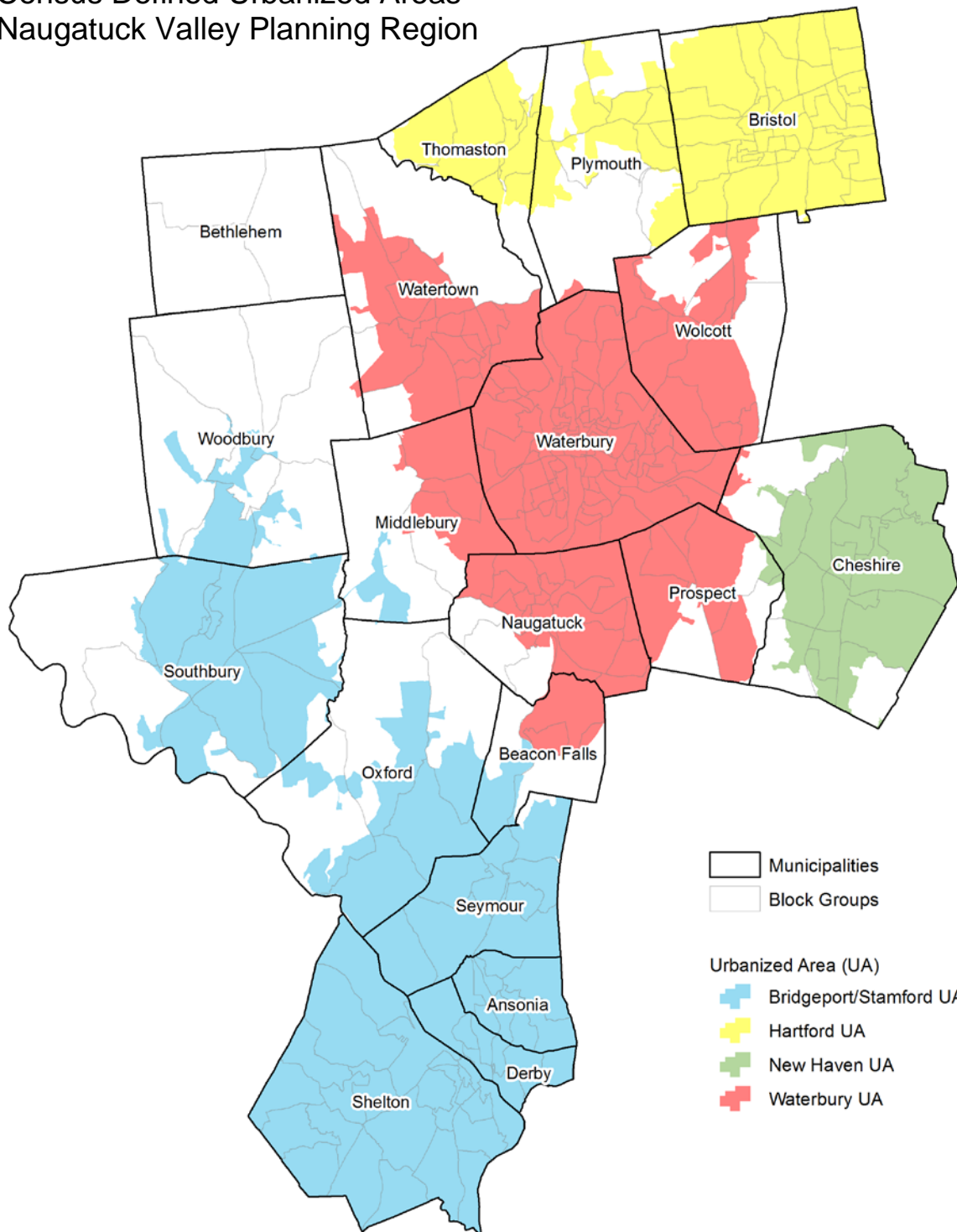
The Naugatuck Valley planning region is located in west-central Connecticut and lies primarily in New Haven County. Several of the region's northern communities are located in Litchfield County. The City of Bristol is in Hartford County and the City of Shelton lies in Fairfield County. The region's center city is Waterbury, which is mid-way between Hartford to the east, New Haven to the south, Bridgeport to the southwest and Danbury to the west. The urbanized areas within the Naugatuck Valley planning region are shown on the map on the following page.

Metropolitan planning, as required by the US Department of Transportation, is conducted by the Naugatuck Valley Council of Governments (NVCOG) for three metropolitan planning organizations (MPO):

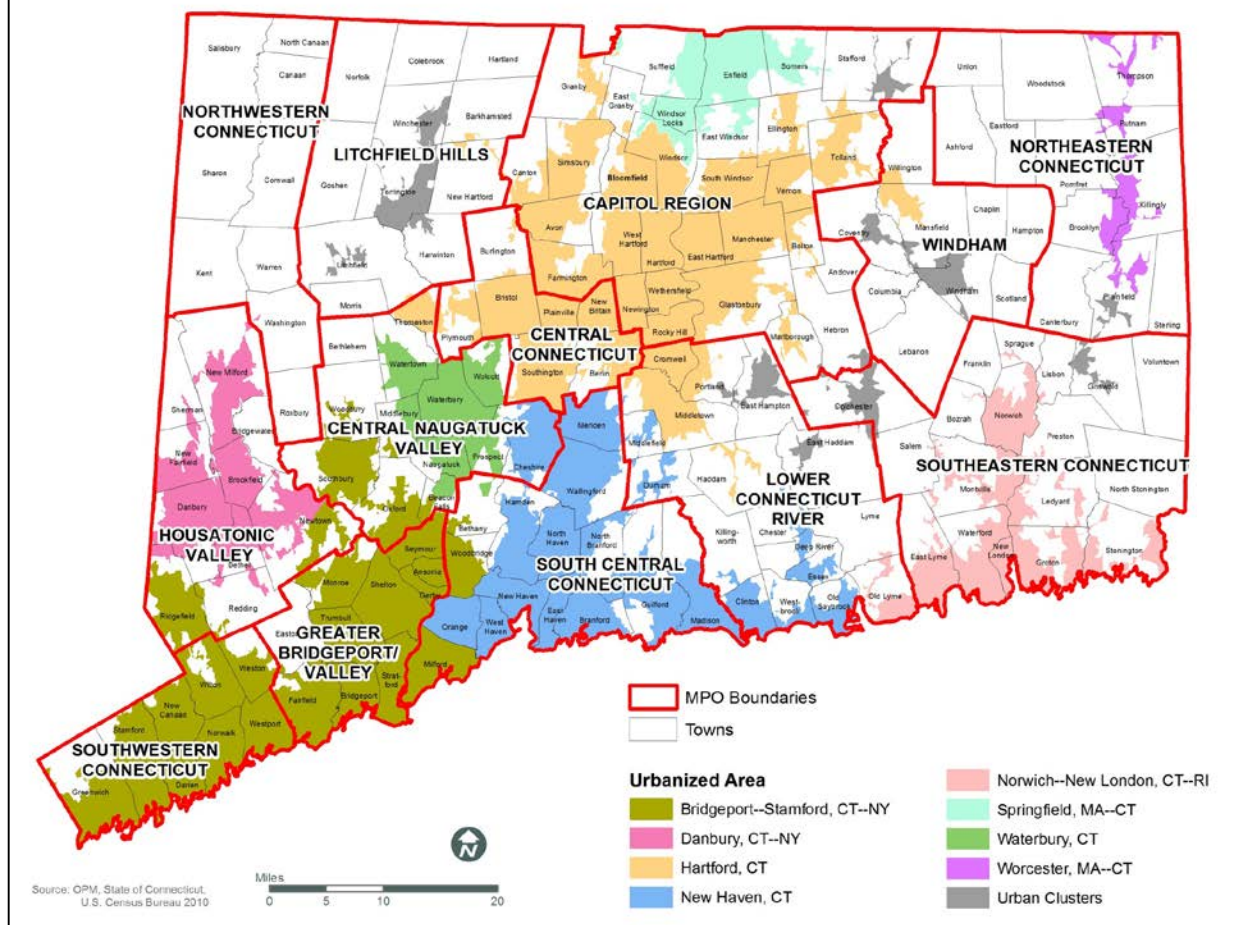
1. Greater Bridgeport and Valley MPO (GBVMPO): The four lower Naugatuck Valley cities of Ansonia, Derby, Seymour and Shelton are members of the GBVMPO.
2. Central Naugatuck Valley Region MPO (CNVR MPO): The MPO is comprised of 13 municipalities centered by Waterbury.
3. Central Connecticut MPO (CCMPO): The MPO is comprised of the seven municipalities of the former Central Connecticut planning region and is hosted by the Capitol Region Council of Governments. Two communities, the City of Bristol and the Town of Plymouth, are members of the NVCOG and included in the CCMPO.

The existing MPOs in Connecticut are depicted on the map following the urbanized area map.

# Census Defined Urbanized Areas Naugatuck Valley Planning Region



## Metropolitan Planning Organizations in Connecticut



### Greater Bridgeport and Valley MPO

The Naugatuck Valley Council of Governments (NVCOG) works cooperatively and collaboratively with the Greater Bridgeport Regional Council as the combined Greater Bridgeport and Valley Metropolitan Planning Organization (GBVMPO). The GBVMPO is primarily responsible for providing policy direction on all aspects of the transportation planning process, as specified in federal transportation acts, including the MAP-21, and federal transportation policies and rules. Responsibilities include:

1. Adopting a comprehensive and multi-modal long-range regional transportation plan (LRTP) for the GBVMPO metropolitan planning area.
2. Developing, maintaining and, as necessary, amending a short-range transportation improvement program (TIP).

3. Ensuring its transportation plan, program and projects conform to air quality goals.

The membership of the GBVMPO consists of representatives from ten municipalities and two public transit organizations.

Chief Elected Officials of:

- |              |             |
|--------------|-------------|
| ▪ Ansonia    | ▪ Monroe    |
| ▪ Bridgeport | ▪ Seymour   |
| ▪ Derby      | ▪ Shelton   |
| ▪ Easton     | ▪ Stratford |
| ▪ Fairfield  | ▪ Trumbull  |

Chairperson of:

- Greater Bridgeport Transit (GBT)
- Valley Transit District (VTD)

Although a consolidated policy board oversees the regional transportation planning and capital programs, separate transportation planning agencies have been designated for the respective planning regions. Each RPO prepares and maintains their respective LRTP and annual UPWPs, but the RPOs coordinate planning activities and ensure consistency among the recommended transportation improvement projects, directions and priorities.

A number of transportation agreements and memoranda of understanding have been executed to guide the collaborative process.

The GBVMPO replaced the Tri-State Regional Planning Commission in June of 1981. A *Memorandum of Understanding for Transportation Planning in the Greater Bridgeport and Valley Planning Regions* was adopted in 1981 that established membership in the GBVMPO. The MOU was reaffirmed in FY 1996 and rewritten in 2006 to reflect new federal transportation planning guidelines and requirements. The operations of GBVMPO and individual roles and responsibilities of the two RPOs are described in the *Memorandum of Understanding Regarding Transportation Planning Responsibility and Federal Transportation Funding in the GBVMPO*.

The GBVMPO also has an agreement in place regarding transportation planning and funding in the entire Bridgeport-Stamford urbanized area. The contents and articles of the new MOU:

1. Define the method for distributing transportation planning funds within the Bridgeport-Stamford urbanized area to the member RPOs through the Connecticut Department of

Transportation (CTDOT) from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA).

2. Define the method for distributing funds from the FHWA Surface Transportation Program (STP): Urban Area Account attributable to the Bridgeport-Stamford urbanized area and FTA Section 5307 Capital Grant Program funds earmarked to the Bridgeport-Stamford urbanized area.
3. Define the roles and responsibilities of member RPOs and transit operators in performing, conducting and coordinating the transportation planning process in the Bridgeport-Stamford urbanized area.
4. Define how the MPOs and transportation planning agencies in the Bridgeport-Stamford urbanized area will coordinate planning activities relating to the long range regional transportation plans, transportation improvement program and annual work programs.

An agreement has been executed between the GBVMPO, the South Western Region MPO, the Housatonic Valley Council of Elected Officials, the New York Metropolitan Transportation Council and the North Jersey Transportation Planning Authority that covers the coordination of transportation planning within the federally designated New York Metropolitan Transportation Management Area. As part of this MOU, the transportation planning organizations exchange planning documents and meet one-to-two times each year to discuss transportation projects and programs affecting the entire area. The MOU was adopted in 2008.

The Connecticut Department of Energy and Environmental Protection (DEEP) is the designated air quality planning agency in Connecticut. The GBVMPO and DEEP have an agreement in place that describes the respective roles and responsibilities for air quality related transportation planning in the Bridgeport-Stamford Urbanized Area.

The GBVMPO adopted a proactive public involvement program and policy that provides an opportunity for the public to review and comment on GBVMPO plans, program and projects. The outreach program was updated and revised during FY 2008 and includes notification of GBVMPO meetings and actions, opportunities to review, comment and influence the transportation planning process. Reports and documents prepared by the VCOG are made available to the public in an electronic form and summaries of the on-going planning activities are posted on the VCOG website

The GBVMPO underwent Federal Certification review by the US Department of Transportation in the spring of 2014, with on-site meeting held on April 23, 2014. The FTA and FHWA determined that the transportation planning process of the GBVMPO successfully and substantially meets the requirements of the Metropolitan Planning Rule , 23 CFR Part 450 Subpart C and 49 CFR Part 613 and is, therefore, jointly certified to continue transportation planning for GBVMPO.

## Central Naugatuck Valley Region MPO

With the merger of the COGCNV with the VCOG, the NVCOG conducts the federal transportation planning program for the Central Naugatuck Valley Region (CNVR) MPO. The CNVR MPO is primarily responsible for providing policy direction on all aspects of the transportation planning process, as specified in federal transportation acts, including the MAP-21, and federal transportation policies and rules. Responsibilities include:

1. Adopting a comprehensive and multi-modal long-range regional transportation plan (LRTP) for the CNVR MPO metropolitan planning area.
2. Developing, maintaining and, as necessary, amending a short-range transportation improvement program (TIP).
3. Ensuring its transportation plan, program and projects conform to air quality goals.

The membership of the CNVR MPO consists of representatives from 13 municipalities.

Chief Elected Officials of:

- |                |             |
|----------------|-------------|
| ▪ Beacon Falls | ▪ Southbury |
| ▪ Bethlehem    | ▪ Thomaston |
| ▪ Cheshire     | ▪ Waterbury |
| ▪ Middlebury   | ▪ Watertown |
| ▪ Naugatuck    | ▪ Wolcott   |
| ▪ Oxford       | ▪ Woodbury  |
| ▪ Prospect     |             |

The CNVR MPO policy board oversees the regional transportation planning and capital programs for the planning region, and prepares and maintains an LRTP and annual UPWP.

The CNVR MPO adopted a proactive public involvement program and policy that provides an opportunity for the public to review and comment on CNVR MPO plans, program and projects. The policy was updated and revised during 2012 and encourages participation in the metropolitan transportation planning process by residents and interested groups to ensure they have the opportunity to provide valuable insight in planning decisions and programming activities. It includes notification of CNVR MPO meetings and actions, opportunities to review, comment and influence the transportation planning process. Reports and documents prepared by the CNVR MPO are made available to the public in an electronic form and summaries of the on-going planning activities are posted on the NVCOG website

The CNVR MPO is not designated as a Transportation Management Area; therefore, Federal Certification of its transportation planning process is not required. However, the CNVR MPO



conducts its transportation planning process in conformity with the requirements of the Metropolitan Planning Rule , 23 CFR Part 450 Subpart C and 49 CFR Part 613.

### Central Connecticut MPO

The Central Connecticut MPO had been hosted by the Central Connecticut Regional Planning Agency; however, with the re-organization of regional planning boundaries, the CCRPA was dissolved and its member municipalities became members of one of three RPOs. Consistent with federal regulations, four of the former members of the CCMPO voted to merge with the Capitol Region COG (CRCOG) and Bristol and Plymouth voted to join the CNVR MPO. During an interim period while the process to re-designate MPO boundaries is under review, the metropolitan planning roles and responsibilities of the CCMPO are being conducted by the CRCOC. The NVCOG works with the CRCOG on transportation planning activities for Bristol and Plymouth and coordinates the development of the short-range TIP and long range transportation plan for the CCMPO area.

### Transportation Systems

The transportation system of the Naugatuck Valley region is diverse and offers its residents an integrated range of options. The region's transportation system is oriented toward two limited access highways: Interstate 84, which runs in an east-west direction, and Route 8, extending in a north-south direction from Bridgeport to Winchester. Interstate 691 also passes through the region, connecting I-84 to Interstate 91 and Route 15 between Cheshire and Meriden.

The region is also served by commuter rail operated by the Metro-North Railroad. Six stations are located along the Waterbury branch rail line (WBL): Derby-Shelton, Ansonia, Seymour, Beacon Falls, Naugatuck and Waterbury. The WBL is single-track and currently defined as "dark territory" because of the absence of signalization. Service is limited, but potential for increased ridership exists.

Key transportation facilities in the region include:

- Interstate 84 from the New York state line at Danbury to the Massachusetts state line at – passes through Southbury, Middlebury, Waterbury, and Cheshire.
- Route 8 Expressway – General Samuel Jaskilka Highway.
- Several principal arterials – State Route 34, State Route 115, State Route 113 and Pershing Drive (SR 727).
- An interconnected network of minor arterials – State Route 67, State Route 108, State Route 110, State Route 115, State Route 188, State Route 243, State Route 313, State Route 334, Bridgeport Avenue (SR 714), Huntington Street, and Constitution Boulevard.

- Local fixed-route bus services provided by the Greater Bridgeport Transit and Connecticut Transit.
- Specialized paratransit services for the elderly and disabled – Valley Transit District.
- Commuter rail service along the Waterbury branch line – Metro North Railroad.
- Freight and goods movement – motor carriers, freight rail, and multi-modal shipments.
- Regional shared-use trail – Naugatuck River Greenway, Derby Greenway, Ansonia River Walk and Shelton Riverwalk.

The principal transportation systems in the Valley planning region are depicted in the following map.

### Transportation Planning Issues and Goals

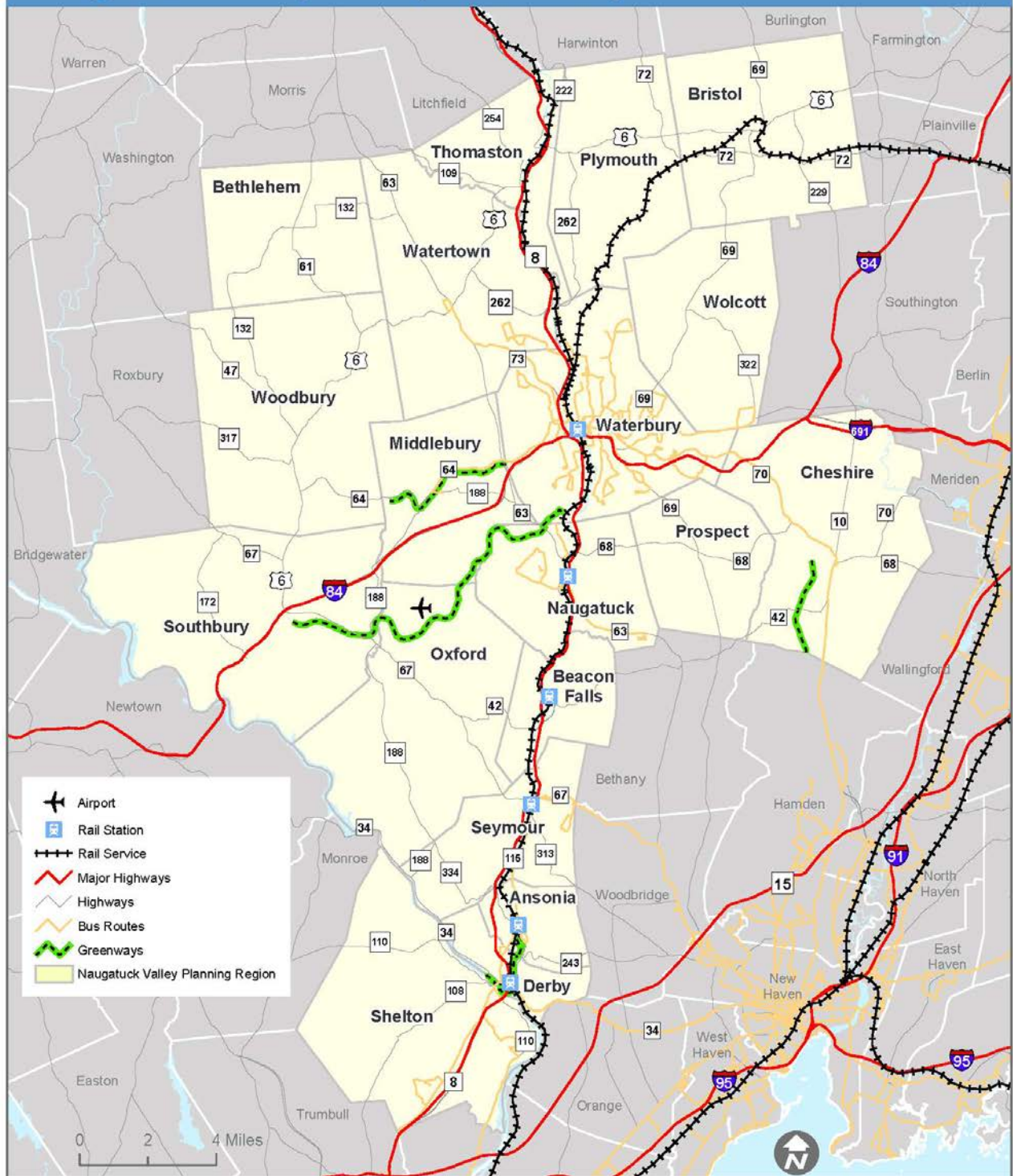
Through the transportation planning process, transportation concerns and issues facing the region have been identified. The region is geographically constrained in opportunities for highway expansion and capacity increase. The Route 8 Corridor, which serves as the major north-south commuter option, is severely over capacity and congested at peak travel times. Additionally, the Route 34 Corridor, which is the second largest commuter corridor in the region, experiences substantial congestion and a high frequency of accidents. These two corridors are confined between residential developments making lane expansion unlikely due to the number of affected properties.

Interstate 84 defines the major east-west transportation corridor and connects the region to Hartford and I-90 in Massachusetts to the east and Danbury and the New York Metropolitan area to the west. Congestion recurs daily during peak commuting periods and operations are constrained by the current two-lane section in Waterbury and road geometry. There is a need to replace the I-84 and Route 8 interchange, commonly known as the “mix-master.”

Commuter rail service can provide a transportation alternative to travel on Route 8 or Route 34; however, infrastructure deficiencies constrain operations along the Waterbury branch rail line (WBL). Currently, the service is limited to one-way operations because of the lack of signalization, passing sidings, and double tracking. The rail stations along the WBL offer an opportunity to function as transit oriented centers, with a mix of commercial and residential activities. However, these urban centers cannot realize their full potential until infrastructure improvements are implemented along the WBL. An expansion of service and the provision of frequent and convenient connections to the New Haven main rail line would act as a catalyst for major redevelopment and revitalization of the downtown areas of towns along the WBL.

The constraints of the region’s physical and socio-economic resources influence its transportation systems and performance. It is important to preserve and maintain essential infrastructure

# Naugatuck Valley Transportation System



and services, while making the system operate as efficiently as possible. It is also equally critical to enhance the mobility of people and goods by increasing choice, access and convenience, as well as selectively and strategically expanding transportation capacity. Although the highway system dominates movement, non-highway components are equally important and provide alternative transportation services. A “balanced” transportation system is the primary goal of the transportation planning process.

The transportation issues and goals for the Naugatuck Valley planning region are discussed in detailed in the long range transportation plans for the Valley planning region and the Central Naugatuck Valley planning region. The LRTPs provide the framework for the transportation planning process and for making transportation investment decisions. The objectives listed in the LRTPs for the Valley planning region and Central Naugatuck Valley planning region are:

- **Preserve, Maintain and Enhance Highway System** – To develop and maintain an efficient transportation system that will provide the public with a high level of mobility, safety, and choice, while also addressing social, economic, and environmental needs and concerns; and maintain the principal expressway and highway system in a state-of-good repair through lane continuity, minor widening, rehabilitation and reconstruction, as necessary to improve safety and operating efficiency and to selectively and strategically expand the capacity of key highways to reduce delay and congestion.
- **Congestion Management** – To alleviate congestion through the implementation of intersection improvements (turn lanes), traffic signal modernization and coordination, and TDM actions (ridesharing, telecommuting and alternate work schedules).
- **Safety** – To improve safety and efficiency of the highway network and for both motorized and non-motorized users of the transportation system, with appropriate transportation improvement projects.
- **Security** – To improve and expand overall security of transportation infrastructure and for persons while using, on-board or waiting for transportation modes and services.
- **Advanced Technology** – To better manage transportation operations, enhance safety and mobility, ensure greater reliability in travel times and/or reduced travel delay, and provide more detailed and up-to-the-minute information to travelers and system operators through the application of various ITS actions.
- **Preserve and Enhance Public Transportation Services** – To maintain essential local bus, commuter rail and paratransit services by providing full funding for operations, replacing capital equipment on a life-cycle cost basis, and renovate and rehabilitate facilities and infrastructure to a state-of-good-repair, and enhance services by optimizing how resources are allocated and coordinating the delivery of paratransit service.

- **Multi-modal Opportunities** – To expand and enhance opportunities for linking and connecting multiple modes and facilitating the movement between various transportation modes by constructing new multi-modal facilities and coordinating transit services.
- **Bicycle and Pedestrian Activities** – To encourage and promote the increased use of bicycling and walking as a mode of transportation while enhancing safety by developing a network of shared-use trails and providing pedestrian walkways and features.
- **Environmental Mitigation** – To implement actions to mitigate and alleviate natural and cultural environmental impacts of transportation projects.
- **Sustainability** – To develop a long range plan consistent with the Regional Plan of Conservation and Development and state Plan of Conservation and Development, and links local land use management, transportation improvements and sustainability and livability initiatives; and provide “walkable communities,” especially in town centers and the urban core, connecting these areas with transit oriented developments and transit stations.
- **Economic Development** – To improve transportation infrastructure critical to the economic revitalization of the cities of Waterbury and Bristol and urban core areas of the Naugatuck Valley planning region and expand employment opportunities as well as access to jobs.

Connecticut is divided into two non-attainment areas for the Ozone *National Ambient Air Quality Standard* and one non-attainment area for fine particulate matter (PM<sub>2.5</sub>). The Ozone non-attainment areas are designated as “Marginal” with an attainment deadline of December 31, 2015. Fairfield, New Haven and Middlesex counties are included as part of the New York-Northern New Jersey-Long Island non-attainment area. The remainder of the state is designated as the Greater Connecticut non-attainment area. The Connecticut portion of the larger New York-New Jersey-Connecticut PM<sub>2.5</sub> non-attainment area was re-designated as an “attainment maintenance” area in 2013. It encompasses Fairfield and New Haven Counties.

The Naugatuck Valley planning region straddles the air quality non-attainment areas, with the municipalities in Fairfield and New Haven Counties in the NY-NNJ-LI Ozone non-attainment area and the PM<sub>2.5</sub> non-attainment area, and the northern tier communities located in Hartford and Litchfield Counties included only in the Greater Connecticut Ozone non-attainment area. The UPWP includes tasks to monitor air quality emissions and ensure the MPOs’ plans, programs and projects conform to air quality goals.

### UPWP Program Objectives

The principle objective of the CNVR MPO’s UPWP is to conduct comprehensive regional transportation planning process, consistent with federal regulations, and intended to develop

and advance the implementation of plans, programs and projects to enhance, preserve and improve local transportation facilities and services, as well as address problems and deficiencies identified in the LRTPs.

FY 2015 program objectives are to:

1. Update and maintain the LRTP for the Central Naugatuck Valley planning region to achieve improved mobility, efficiency, and effectiveness of existing systems, provide congestion relief and cleaner air.
2. Ensure conformity of the CNVR MPO's plans, program and projects with the State Implementation Plan (SIP) for Air Quality and national air quality goals and standards.
3. Monitor and analyze transportation systems performance and work CTDOT in identifying transportation system performance measures.
4. Promote safety, livable communities, sustainability, and transportation choice.
5. Collaborate with NYMTC, WCCOG, GBRC, CRCOG and SCRCOG on Sustainable Communities Initiative and Mega-Regional planning.
6. Assess opportunities for effectuating Transit-Oriented Development in the town centers of the Central Naugatuck Valley planning region.
7. Implement, develop and use the CNVR MPO's Geographic Information System (GIS) to support the transportation planning process and assess transportation performance.
8. Develop transportation policies that address major issues and are consistent with regional land use, housing, and urban development plans including socioeconomic and environmental goals.
9. Coordinate energy conservation and air quality planning associated with CMAQ through the consideration of congestion relief strategies in all transportation improvement projects and plans.
10. Continue transit development planning, including developing a 10-year capital plan, assessing potential for inter-district services, and coordinating paratransit services for the elderly and disabled.
11. Update, revise, and maintain the Transportation Improvement Program (TIP) and review and process amendments to the TIP.
12. Incorporate the updated and approved affirmative action plan pursuant to the Departments Contract Compliance Section guidelines.



13. Consult with appropriate land use management, environmental resource conservation, social service, historic, and freight stakeholder agencies through the transportation planning process.
14. Provide guidance for appropriate programming of both state and local transportation improvements.
15. Coordinate and collaborate with CTDOT on project selection, scoping and development under various federal transportation programs.
16. Administer and operate the newly enacted Local Transportation Capital Improvement Program (LOTICIP).
17. Coordinate and administer the preliminary engineering, design and encourage progress for Route 8 Corridor improvements in conjunction with CTDOT.
18. Carry out a proactive public involvement process that promotes region wide citizen participation, minority involvement and equal employment opportunity, and provides timely public notice, effective public involvement in the development to the LRTP and TIP, maintenance and enhancement of the NVCOG's website, and reports and documents in an electronic format.
19. Organize meetings of the CNVR MPO.
20. Administer the Regional Transportation Program including preparation of the Unified Planning Work Program, grant applications and work programs in conjunction with federal, state and local agencies.
21. Coordinate Long-Range Transportation Plan development with the Regional Plan of Conservation and Development.
22. Convene a technical monitoring/status review committee (TTAC) to meet as necessary. Monitor progress and overall project schedule.
23. Incorporate revisions to the Strategic Highway Safety Plan into the long range transportation plan.
24. Conduct Freight Movement Planning through the compilation of data, outreach to stakeholders, and analysis of existing and future freight movement in the region.

### III. Central Naugatuck Valley Region MPO Regional Transportation Work Program FY 2016 - 2017

#### Unified Planning Work Program (UPWP) – Outline

The UPWP has six tasks:

- **Task 1: Data Collection and Analysis:** This task monitors transportation performance and uses performance measures to assess and analyze how effective transportation improvements have been in addressing issues and deficiencies. The use of the NVCOG's Geographic Information System (GIS) is a key element of transportation performance monitoring and provides support to the transportation planning process.
- **Task 2: Transportation Planning:** This task covers both short-range and long-range planning activities and is comprised of three sub-tasks: highway network planning, transit system planning and planning for non-motorized modes. Short-range planning involves conducting traffic operations, environmental mitigation, providing technical assistance to member communities and project scoping and development, including managing and operating the newly enacted Local Transportation Capital Improvement Program (LOTICIP). Non-motorized transportation studies focus on enhancing bicycle and pedestrian facilities, promoting complete streets, and ensuring safety of pedestrians and bicyclists. Long-range planning activities include undertaking major corridor studies and focus on preparation of the Long Range Transportation Plan (LRTP), sustainable development planning efforts, developing a 10-year transit capital plan, and TOD and livable communities initiatives. Implementation-related efforts are included in each sub-task, as appropriate, and involve overseeing progress in advancing highway and transit capital improvement programs.
- **Task 3: Program Management, Implementation and Administration:** This task performs all of the management and administrative functions of the CNVR MPO and includes development of work programs, continued coordination with the CVNR MPO, preparation of grant applications and work programs and work related to the consultant selection process. Project coordination and implementation activities include developing and maintaining the Transportation Improvement Program (TIP), project development, regional review and prioritization of projects and oversight and project management of active transportation improvement projects. Program management tasks will also involve administering work related to the possible re-designation of MPO boundaries, as may be necessary. This task also supports efforts to provide a proactive public involvement process and ensure timely public notice, full public access, and early and continuing public involvement, including the CNVR MPO's facilitation of public outreach in the region for the CTDOT's strategic transportation plan and update of the statewide long-range

transportation plan. A major emphasis is complying with federal requirements regarding Title VI, Environmental Justice and Limited English Proficiency, identifying innovative ways to encourage greater public participation and creating electronic versions of plans and reports. The purpose of Public Participation in the Central Naugatuck Valley region is to provide fair and balanced planning.

- **Task 4: Other Technical Assistance:** This task supports and provides technical assistance relating to major corridor studies, project development and delivery, participation in special studies and projects under the sponsorship of CTDOT, and services carried out on behalf of member towns and funded by other than PL and FTA planning funds.

### Unified Planning Work Program (UPWP) – Budget

The CNVR MPO conducts the regional transportation planning for the Central Naugatuck Valley Region. The NVCOG has an agreement with CRCOG to conduct transportation planning for Bristol and Plymouth and is reimbursed for this planning work.

The following table indicates the federal, state and local funds available to the CNVR MPO to conduct the metropolitan transportation planning. The funding sources are identified. Based on unofficial audit of FY 2014, carryover funds have allocated to FY 2016 and 2017.

| FY 2016 and FY 2017 Unified Planning Work Program<br>Central Naugatuck Valley Region MPO<br>Program Funding Sources and Revenues |                  |              |             |          |          |           |
|--|------------------|--------------|-------------|----------|----------|-----------|
| Funding Program  | Regional Sponsor | Federal FHWA | Federal FTA | State    | Local    | Total     |
| FY 2016 PL + FTA 5303 Funds [1]  | CNVR MPO         | \$376,497    | \$86,939    | \$57,930 | \$57,930 | \$579,296 |
| FY 2016 Carryover Funds [2]  | CNVR MPO         | \$72,200     | \$0         | \$9,025  | \$9,025  | \$90,250  |
| Total:   |                  | \$448,697    | \$86,939    | \$66,955 | \$66,955 | \$669,546 |
| Funding Program  | Regional Sponsor | Federal FHWA | Federal FTA | State    | Local    | Total     |
| FY 2017 PL + FTA 5303 Funds [1]  | CNVR MPO         | \$360,916    | \$89,743    | \$56,332 | \$56,332 | \$563,323 |
| FY 2017 Carryover Funds [2]  | CNVR MPO         | \$72,200     | \$0         | \$9,025  | \$9,025  | \$90,250  |

|        |          |           |          |          |          |           |
|--------|----------|-----------|----------|----------|----------|-----------|
| Total: | CNVR MPO | \$433,116 | \$89,743 | \$65,357 | \$65,357 | \$653,573 |
|--------|----------|-----------|----------|----------|----------|-----------|

[1] Federal funding amount available from FHWA and FTA under the consolidated planning grant. Does not include possible future rescissions.

[2] FY 2014 Carryover attributable to the CNVR MPO based on unofficial audit; allocated equally between FY 2016 and FY 2017.

## TASK 1: DATA COLLECTION / ANALYSIS

**Issues:** System Preservation and Maintenance  
System Enhancement  
Performance Measures  
Congestion Management  
Preserve and Maintain Public Transportation Services  
Multimodal Opportunities  
Regional GIS  
Environmental Planning  
Safety – Vehicular and Pedestrian  
High Accident Locations  
Capital Expenditures on Local Roads

**Objectives:** To monitor, analyze and report transportation systems use, performance, congestion, change and safety and to enhance GIS capabilities:

**Previous Work:** Extracted and used traffic volume count data from CTDOT database; conducted pedestrian and bicycle counts along the Naugatuck River Greenway; prepared a regional profile of the Central Naugatuck Region; maintained and updated the NVCOG website; extracted American Community Survey data from the US Bureau of the Census; coordinated with CTDOT with identifying performance measures, including reviewing the population and employment projects by TAZ; monitored congestion along the region's main highway corridors; and used GIS capabilities planning studies.

**Tasks:** Data collection and analysis tasks will continue to focus on highway performance monitoring to identify transportation network deficiencies. The CNVR MPO's GIS program will be used to complement transportation planning by creating system and project-level maps.

Specific tasks are:

### **Task 1.1: Transportation Database**

- Maintain and update the regional traffic count database.
- Extract traffic count data from CTDOT traffic locator program.
- Acquire volume data, turning movement counts and travel time/speed data from third party vendors.
- Develop a bicycle and pedestrian count database.
- Maintain transit ridership database – bus and rail.

- Collaborate with the Connecticut Transit to establish ridership, ridesharing, and network usage of the regional transit system.
- Link transportation data to GIS – traffic count locations, transit assets (bus shelters, bus stops) – and develop interactive maps.
- Develop, maintain and periodically update bus system mapping and geodatabase with bus routes, stops and signage – CT Transit (Waterbury).
- Retrieve and extract accident data from CTDOT accident database.
- Enhance the Technical Capacity of the Planning Processes through the acquisition of reliable information on current and projected usage and performance of transportation systems through the coordination project consultants, CT Transit, CTDOT, FTA, FHWA, and local municipalities.

Deliverables:

- Transportation Database for the Central Naugatuck Valley Region MPO

**Task 1.2: Performance Monitoring and Measures**

- Monitor highway performance including delay, speed and travel time using virtual techniques and outside vendors on the expressway network:
  - I-84 – CNVR MPO
  - Route 8 Expressway – CNVR MPO
- Monitor operations and congestion along the region’s principle highway system, using the NVCO’s Congestion Management System:
  - State Routes 10, 63, 68, 69, 70 and 188 – CNVR MPO
  - US Highway 6 – CNVR MPO
- Monitor the operating characteristics of the region’s transit services. Including commuter rail, local bus and paratransit/dial-a-ride services – expenditures, fares, revenues, deficits, ridership, frequency and bus route performance.
  - CT Transit (Waterbury Division) – CNVR MPO
- Monitor the operating characteristics of passenger and freight rail service, with emphasis on the interface between rail and other modes, including parking, transit, bicycle, pedestrian facilities, and truck freight – Waterbury Branch Line.
- Monitor usage at the Region’s commuter parking lots and rail stations and assess need for improvement.
- Identify transportation systems connectivity gaps.
- Coordinate with CTDOT in setting performance measures and targets, as required by MAP-21 and consistent with CTDOT procedures.
- Work with CTDOT and neighboring MPOs to develop and implement a performance management approach to transportation planning and programming, and link investment priorities to achieve performance targets.
- Evaluate the condition and performance of the transportation systems



- Link transportation data to GIS – traffic count locations, transit assets (bus shelters, bus stops) – and develop interactive maps.
- Retrieve and extract accident data from CTDOT accident database.

Deliverable:

- Local bus, paratransit/dial-a-ride and commuter rail technical memoranda and performance monitoring reports
- Traffic count and accident data and technical memoranda, as necessary
- Bi-annual commuter and rail station parking lot surveys and annual memorandum

#### **Task 1.3: Regional GIS Program**

- Upgrade GIS data so that it has a consistent level of quality across all municipalities in the new Naugatuck Valley planning region – CNVR MPO area.
- Ongoing GIS data collection, updating, and mapping and maintain and update regional transportation base map – include all existing transportation facilities and systems.
- Produce a standardized regional GIS database that encompasses the entire area within the NVCOG regional boundary.
- Develop GIS data and mapping for the regional long range transportation plan, regional plan of conservation and development, emergency planning, land use referrals, and technical memos.
- Create maps with GIS in support of transportation planning activities and use GIS to produce project level maps.
- Use GIS to assess traffic operations and transportation system performance.
- Assess and project land uses in the region to identify major growth corridors and analyze related transportation improvements.
- Use GIS to identify low income and minority population to assess compliance with Environmental Justice and Title VI requirements

Deliverable:

- Regional base map and infrastructure map
- Regional trail and greenway maps
- Congestion maps and data reports

#### **Task 1.4 Census & Demographic Data**

- Extract 2010 Census and American Community Survey (ACS) demographic data for various transportation planning activities, including analysis of Environmental Justice.
- Continue to update GIS databases with the most up-to-date 2010 Census and ACS data, as the data become available.
- Update the *Profile of the Naugatuck Valley Planning Region*, incorporating regional and local demographic, economic, and housing trends and characteristics.

- Review municipal and traffic zone projections of population and employment for CTDOT's statewide travel demand forecasting model, as needed.
- Provide technical assistance to Census data users, as necessary.

Deliverable:

- Update of the NVCOG Regional Profile

| Task 1: Budget    |                    |              |          |           |       |
|-------------------|--------------------|--------------|----------|-----------|-------|
| Budget            |                    |              |          |           |       |
|                   |                    | FY 2016      | FY 2017  | Total     |       |
|                   | Direct Labor       | \$26,246     | \$25,510 | \$51,756  |       |
|                   | BFO @1.17          | \$30,708     | \$29,847 | \$60,555  |       |
|                   | Other Direct       | \$0          | \$0      | \$0       |       |
| Staff Allocation: | Total              | \$56,954     | \$55,357 | \$112,311 |       |
|                   | FY 2016            | Direct Labor | BFO      | Total     | Hours |
|                   | Exec. Director     | \$0          | \$0      | \$0       | -     |
|                   | Dir. Of Planning   | \$0          | \$0      | \$0       | -     |
|                   | Reg. Traffic Eng.  | \$0          | \$0      | \$0       | -     |
|                   | Sr. Planners [1]   | \$6,172      | \$7,222  | \$13,394  | 129.9 |
|                   | Planners [2]       | \$13,160     | \$15,397 | \$28,557  | 337.4 |
|                   | Planning Intern    | \$5,267      | \$6,163  | \$11,430  | 263.4 |
|                   | Administration [3] | \$1,646      | \$1,926  | \$3,572   | 47.0  |
|                   | Financial Man. [4] | \$0          | \$0      | \$0       | 0.0   |
|                   | Total              | \$26,246     | \$30,708 | \$56,953  | 777.8 |
|                   | FY 2017            | Direct Labor | BFO      | Total     | Hours |
|                   | Exec. Director     | \$0          | \$0      | \$0       | -     |
|                   | Dir. Of Planning   | \$0          | \$0      | \$0       | -     |
|                   | Reg. Traffic Eng.  | \$0          | \$0      | \$0       | -     |
|                   | Sr. Planners [1]   | \$6,016      | \$7,039  | \$13,055  | 126.7 |
|                   | Planners [2]       | \$12,756     | \$14,924 | \$27,680  | 327.1 |
|                   | Planning Intern    | \$5,134      | \$6,007  | \$11,141  | 256.7 |

|  |   |          |          |          |       |
|--|---|----------|----------|----------|-------|
| Financial Responsibility:  | Administration [3]                      | \$1,604  | \$1,877  | \$3,481  | 45.8  |
|  | Financial Man. [4]                      | \$0      | \$0      | \$0      | -     |
|  | Total                                   | \$25,510 | \$29,847 | \$55,357 | 756.3 |
|  |   |          |          |          |       |
|  | FY 2016                                 | CNVR MPO |          |          |       |
|  | Federal                                 | \$45,564 |          |          |       |
|  | State                                   | \$5,695  |          |          |       |
|  | Local                                   | \$5,695  |          |          |       |
|  | Total                                   | \$56,954 |          |          |       |
|  |   |          |          |          |       |
|  | FY 2017                                 | CNVR MPO |          |          |       |
|  | Federal                                 | \$44,286 |          |          |       |
|  | State                                   | \$5,536  |          |          |       |
|  | Local                                   | \$5,536  |          |          |       |
|  | Total                                   | \$55,357 |          |          |       |
|  |   |          |          |          |       |
| Functional Responsibility:   |   |          |          |          |       |
|  | Naugatuck Valley Council of Governments |          |          |          |       |
|  |   |          |          |          |       |
| [1] Includes Senior Transportation Planner and Senior Regional Planner                           |   |          |          |          |       |
| [2] Includes Regional Planners, Transportation Planners I & II, and GIS Coordinator & Specialist |   |          |          |          |       |
| [3] Includes Policy Coordinator and Administrative Assistant                                     |   |          |          |          |       |
| [4] Includes Finance Director and Finance Manager  |   |          |          |          |       |

## TASK 2A: TRANSPORTATION PLANNING – HIGHWAYS

**Issues:** System Preservation and Maintenance  
System Enhancement  
Performance Measures  
Congestion Management  
Advanced Technologies  
Environmental Mitigation and Planning  
Safety – Vehicular and Pedestrian  
Transportation Security – Emergency Management  
Freight Movement  
Regional Planning

**Objectives:** To conduct transportation planning studies on transportation system deficiencies and needs, congestion management, traffic and operations, vehicular, and integrating transportation and freight planning.

To maintain and update the LRTP for the Central Naugatuck Valley Region MPO to achieve improved mobility, efficiency, and effectiveness of existing systems, address transportation deficiencies, and provide congestion relief and cleaner air.

To ensure conformity of the CNVR MPO's plans, programs and projects with the State Implementation Plan (SIP) for Air Quality and national air quality goals and standards.

To develop transportation policies that address major issues and are consistent with regional land use, housing, and urban development plans including socioeconomic and environmental goals.

To provide guidance for appropriate programming of both state and local transportation improvements and coordinate and collaborate with CTDOT on project selection, scoping and development under various federal transportation programs.

To administer and operate the newly enacted Local Transportation Capital Improvement Program (LOTICIP).

To incorporate revisions to the Strategic Highway Safety Plan into the long range transportation plan.

**Previous Work:** Completed an update of the long range transportation plan; held meetings of the COG CNV Public Works Working Group, which serves as the region's TTAC; participated in meetings of the Regional Emergency Planning Team; administered

the LOTCIP program for the Central Naugatuck Valley planning region, including working with the towns of Cheshire and Southbury in advancing projects; and assessed air quality emissions reports as part of the air quality conformity determination process.

**Tasks:** Regional highway planning efforts will focus on assessing the highway network, identifying reasonable and effective improvements, providing technical assistance to member municipalities and considering operational and management strategies to improve performance of the existing transportation facilities. The long range transportation plan (adopted in FY 2015) will be updated to reflect changing priorities and available financial resources.

Specific tasks are:

**Task 2A.1: Long Range Transportation Plan**

- Update and modify the 2015 LRTP for the Central Naugatuck Valley Region MPO, as necessary.
- Work with the CCMPO on updating and modifying the 2015 LRTP, as necessary, and coordinate efforts with the Capitol Region COG.
- Incorporate revisions to the Strategic Highway Safety Plan into the CNVR MPO LRTP.
- Incorporate projects of statewide significance and priority into the CNVR MPO LRTP.
- Prepare a financial assessment of proposed projects to ensure fiscal constraints.
- Assess the LRTP for impacts to low income and minority areas to ensure compliance with Environmental Justice requirements.
- Include congestion management strategies in the LRTP.
- Promote transportation improvements and land uses consistent with the LRTP and coordinate the LRTP with local, regional, and state plans of conservation and development (POCDs) – Central Naugatuck Valley Region MPO.
- Develop a regional Plan of Conservation and Development for the Central Naugatuck Valley planning region that will be consistent with the long range transportation plan and provide a framework and guide for regional sustainable land use patterns that are supported by and coordinated with the region's transportation infrastructure, and a model for future local planning efforts. The Central Naugatuck Valley planning region has demonstrated a commitment to planning that is supportive of transit oriented development, a range of housing and transportation opportunities, protection of the natural environment and environmental assets, access to jobs, education and services, equitable development, a vibrant economy and public safety is essential. The regional POCD will build upon past plans, and will provide goals, objectives and implementation strategies supportive of transit oriented development, a range of housing and transportation opportunities, protection of the natural environment and environmental assets, access to jobs, education and services, equitable development, a vibrant economy and public safety. (Note: Consultant Services may be used to prepare the Regional POCD).

Deliverable:

- Update of the Long Range Regional Transportation Plan for the Central Naugatuck Valley Region MPO
- Regional Plan of Conservation and Development

#### **Task 2A.2: Traffic Operations and Technical Assistance**

- Convene the regional Transportation Technical Advisory Committee (TTAC) to guide the development of transportation improvements – Central Naugatuck Valley Region MPO.
- Provide technical assistance to member municipalities, as necessary.
  - Beacon Falls, Bethlehem, Cheshire, Middlebury, Naugatuck, Oxford, Prospect, Southbury, Thomaston, Waterbury, Watertown, Wolcott, and Woodbury – CNVR MPO
- Assess traffic and highway operations on key corridors and intersections.
- Identify capital improvement projects to preserve and enhance highway system.
- Coordinate with CDOT on state highway plan.
- Identify and assess high hazard accident locations and identify, evaluate, and seek funding for hazardous locations on local roads for the Local Road Accident Reduction Program.
- Develop operational and management strategies to alleviate congestion and make the transportation systems operate more efficiently.
- Assess and evaluate identified congested corridors – collect delay and travel time data, use computer modeling to simulate travel patterns and screen congested corridors
  - State Routes 10, 63, 68, 69, 70 and 188 – CNVR MPO
  - US Highway 6 – CNVR MPO
  - Route 69 between Bristol and Waterbury – CCMPO and CNVR MPO
- Coordinate CMP and collaborate with the Greater Bridgeport Regional Council (GBRC) and Western Council of Governments (WCCOG).

Deliverable:

- Intersection and corridor operations and safety analysis reports, as necessary

#### **Task 2A.3 Transportation Security and Emergency Management**

- Conduct evacuation planning and route assessment.
- Increase the security of transportation system by participating on the Region 2 Emergency Planning Team and collaborating with local municipal and private emergency service providers and CT DEHMS in emergency operations planning and emergency support functions (ESF), related to ESF-1 (Transportation).
- Assess and promote the security at various regional transportation centers – Waterbury rail station (CNVR MPO).

#### **Task 2A.4      Environmental Mitigation**

- Determine air quality conformity of the CNVR MPO's transportation plans, programs and projects and continue coordination with CTDOT and Department of Energy and Environmental Protection.
- Conduct environmental assessments of transportation improvements.
- Coordinate major planning studies and consider environmental impacts of transportation projects as part of NEPA and CEPA processes.
- Prepare the Air Quality Conformity Statement for CNVR MPO transportation projects, plans and programs.
- Assist municipalities with local emergency planning, including the identification of critical facilities and transportation systems in local pre-disaster mitigation plans and maps. Update local pre-disaster mitigation plans, if needed.

Deliverable:

- Air Quality Conformity Statements for Ozone for the NY-NJ-LI Non-attainment area and
- Air Quality Conformity Statements for Ozone for the Greater Connecticut Non-attainment area
- Air Quality Conformity Statements for PM2.5 for the NY-NJ-CT Non-attainment area

#### **Task 2A.5      LOTCIP**

- Administer and operate the LOTCIP and coordinate project scoping and development – NVCOG planning region.
- Solicit project proposals from member communities.
- Assist municipalities in pre-screening project proposals.
- Review applications for eligibility and completeness.
- Prioritize projects and forward applications to CTDOT – NVCOG planning region.
- Assist municipalities in conducting the public review process and participate in LOTCIP meetings, as needed – NVCOG planning region.

Deliverable:

- LOTCIP project applications
- LOTCIP program quarterly reports

#### **Task 2A.6      Freight Planning**



- Develop a regional freight profile – inventory and data collection of freight and goods movement in the Valley region; commodity flows, modes, type of freight moved; location of warehouses and intermodal facilities.
- Identify weight restricted bridges.
- Identify constrained turn radii on critical freight routes.
- Determine freight issues and needs.
- Identify and assess rail crossings for freight improvement.
- Coordinate and work with CTDOT on the statewide freight plan – NVCOG planning region.

Deliverable:

- Regional Freight Inventory and Profile

| Task 2A: Budget  |                    |              |           |           |         |
|------------------|--------------------|--------------|-----------|-----------|---------|
| Budget           |                    |              |           |           |         |
|                  |                    | FY 2016      | FY 2017   | Total     |         |
|                  | Direct Labor       | \$52,493     | \$51,021  | \$103,514 |         |
|                  | BFO @1.17          | \$61,416     | \$59,694  | \$121,109 |         |
|                  | Other Direct       | \$0          | \$0       | \$0       |         |
|                  | Total              | \$113,909    | \$110,715 | \$224,623 |         |
| Staff Allocation | FY 2016            | Direct Labor | BFO       | Total     | Hours   |
|                  | Exec. Director     | \$1,920      | \$2,247   | \$4,167   | 25.6    |
|                  | Dir. Of Planning   | \$8,504      | \$9,950   | \$18,455  | 141.7   |
|                  | Reg. Traffic Eng.  | \$8,504      | \$9,950   | \$18,455  | 141.7   |
|                  | Sr. Planners [1]   | \$11,083     | \$12,967  | \$24,051  | 233.3   |
|                  | Planners [2]       | \$19,463     | \$22,770  | \$42,233  | 499.0   |
|                  | Planning Intern    | \$0          | \$0       | \$0       | -       |
|                  | Administration [3] | \$3,018      | \$3,531   | \$6,548   | 86.2    |
|                  | Financial Man. [4] | \$0          | \$0       | \$0       | -       |
|                  | Total              | \$52,493     | \$61,416  | \$113,909 | 1,127.7 |
|                  | FY 2017            | Direct Labor | BFO       | Total     | Hours   |
|                  | Exec. Director     | \$1,872      | \$2,190   | \$4,062   | 25.0    |
|                  | Dir. Of Planning   | \$8,289      | \$9,698   | \$17,987  | 138.1   |

|  |                               |                 |          |           |         |
|--|-------------------------------|-----------------|----------|-----------|---------|
| Financial<br>Responsibility:   | Reg. Traffic Eng.             | \$8,289         | \$9,698  | \$17,987  | 138.1   |
|  | Sr. Planners [1]              | \$10,802        | \$12,639 | \$23,441  | 227.4   |
|  | Planners [2]                  | \$18,828        | \$22,027 | \$40,855  | 482.8   |
|  | Planning Intern               | \$0             | \$0      | \$0       | 0.0     |
|  | Administration [3]            | \$2,941         | \$3,441  | \$6,383   | 84.0    |
|  | Financial Man. [4]            | \$0             | \$0      | \$0       | 0.0     |
|  | Total                         | \$51,021        | \$59,694 | \$110,715 | 1,095.5 |
|  |                               |                 |          |           |         |
|  | <b>FY 2016</b>                | <b>CNVR MPO</b> |          |           |         |
|  | Federal                       | \$91,127        |          |           |         |
|  | State                         | \$11,391        |          |           |         |
|  | Local                         | \$11,391        |          |           |         |
|  | Total                         | \$113,909       |          |           |         |
|  |                               |                 |          |           |         |
|  | <b>FY 2017</b>                | <b>CNVR MPO</b> |          |           |         |
|  | Federal                       | \$88,572        |          |           |         |
|  | State                         | \$11,071        |          |           |         |
|  | Local                         | \$11,071        |          |           |         |
|  | Total                         | \$110,715       |          |           |         |
|  |                               |                 |          |           |         |
|  | Functional<br>Responsibility: |                 |          |           |         |
| Naugatuck Valley Council of Governments  |                               |                 |          |           |         |
|  |                               |                 |          |           |         |
| [1] Includes Senior Transportation Planner and Senior Regional Planner                           |                               |                 |          |           |         |
| [2] Includes Regional Planners, Transportation Planners I & II, and GIS Coordinator & Specialist |                               |                 |          |           |         |
| [3] Includes Policy Coordinator and Administrative Assistant                                     |                               |                 |          |           |         |
| [4] Includes Finance Director and Finance Manager  |                               |                 |          |           |         |

## TASK 2B: TRANSPORTATION PLANNING – TRANSIT

**Issues:** System Preservation and Maintenance  
System Enhancement  
Performance Measures  
Congestion Management  
Advanced Technologies  
Environmental Mitigation and Planning  
Safety – Vehicular and Pedestrian  
Transportation Security – Emergency Management  
Freight Movement  
Regional Planning

**Objectives:** To promote a balanced transportation system by working with public transit operators in evaluating regional and local transit system deficiencies, capital and operating needs, and multi-modal opportunities, and coordinating inter-district and intra-district bus services,

To provide technical and planning assistance in conducting transit planning studies, assessing and determining transit capital priorities to update the 10-year capital plan, and identifying facility capital needs.

To maintain a coordination plan for human service transportation (LOCHSTP).

To assess long term bus, commuter rail and multi-modal facility needs, including actions and strategies to incentivize and promote transit-oriented districts and corridors, assess opportunities for alternate transit services and modes, improve bus stops, signage and shelters, and enhance transit security and safety.

To incorporate proposed transit capital, service and operations plans into the long range transportation plan (LRTP).

**Previous Work:** Worked and coordinated with the city of Waterbury on the Waterbury Area Transit Study, including assessing low cost service adjustments and feasibility of modifying the existing pulse point at the Waterbury green; participated in meetings of Greater Waterbury Transit District; and administered the FTA 5310 grant application process and the State Municipal Grant Program for elderly and disabled projects.

**Tasks:** Transit planning tasks focus local bus, commuter rail, and paratransit services in the Central Naugatuck Valley Region. It provides coordinated assessment of human service transportation services and assistance in planning near term and future local bus services and facilities. The NVCOG also works with area transit

providers on short and long term capital needs. Planning efforts focus on alternative transportation modes to promote transit oriented and supportive districts. Rail station capital and parking needs are identified and evaluated, as well as improving access via local bus services. Transit planning tasks also focus on improved coordination of inter-regional bus operations.

Specific tasks are:

**Task 2B.1: 10-Year Plan**

- Assist the Greater Waterbury Transit District and CT Transit-Waterbury Division with revising and updating its 10-year capital improvement program: fleet replacement, facility improvements and rehabilitation, and bus shelter program.
- Incorporate capital improvement plan into the LRTP.
- Coordinate with the CTDOT on amending the TIP/STIP to incorporate bus capital priorities as reflected in the 10-year capital plan.

Deliverable:

- 10-Year local bus capital improvement plan – CT Transit-Waterbury Division

**Task 2B.2: Local Bus Technical Assistance**

- Provide technical and planning assistance to the CT Transit-Waterbury Division and the Greater Waterbury Transit District, as needed, to evaluate system needs, assess bus stop, shelter and sign amenities, and determine service gaps and opportunities:
- Coordinate bus maintenance needs with CT Transit, and assist in project scoping, development and evaluation for projects funded under the FTA Sections 5307 capital programs, including transit enhancements.
- Assess need to enhance way-finding signage and maps, and provide assistance in identifying operational improvements to the local bus system, including improvements in bus stops, shelters, and internet trip planning.
- Assist and participate in the Waterbury Bus Maintenance and Storage Facility design project for a new facility in Watertown to serve CT Transit Waterbury Division – CNVR MPO.

Deliverable:

- FTA Section 5307 regional priority list and evaluation memoranda
- Waterbury Area Transit Study (final report)

**Task 2B.3 Local Human Service Transportation Coordinating Planning**

- Provide technical assistance to regional municipalities and the Greater Waterbury Transit District in coordinating priorities and projects for special transportation services funded under the State Municipal Grant program (C.G.S. 13b-38bb) for senior and disabled demand responsive transportation:
- Develop regional priorities for the FTA Section 5310 program to fund vehicle purchases for private non-profit and public organizations and other transportation services for people with disabilities, and coordinate grant applications and continue to work closely with CTDOT, paratransit operators and municipal human service transportation providers on formula funding for elderly persons and persons with disabilities:
- Work with local agencies and stakeholders, neighboring RPOs, and CTDOT in developing and updating the Locally Coordinated Human Services Transportation Plan (LOCHSTP), identifying gaps and setting project priorities.
- Participate on advisory committees and planning meetings relating to the jobs access program (Peoples-to-Job), the GWTD Advisory Board, the Joblinks, and the Regional Mobility Manager program.

Deliverable:

- FTA Section 5310 regional priority list and evaluation memorandum
- Updated LOCHSTP plan

#### **Task 2B.4 Commuter Rail**

- Inventory and evaluate Waterbury Branch Line stations and infrastructure – passenger amenities, information kiosks, platforms, shelters, parking and canopies.
- Identify rail parking needs; utilization counts, supply and condition at commuter rail stations along the Waterbury branch line.
- Work with CTDOT in advancing proposed Waterbury Branch Line improvements and enhancements – positive train control, signal system design and passing sidings.
- Work with CTDOT in programming long term improvements to and rehabilitation of the Waterbury Branch Line.
- Participate in planning for CTFastrak, representing the transit needs of CNVR residents traveling to/from the Capitol Region.
- Continue to evaluate proposed recommendations from the Central Connecticut Rail Study and assess opportunities to extend passenger rail services between Waterbury and Berlin with commuter rail stops at Plymouth, Bristol, Plainville and New Britain.

Deliverable:

- Waterbury Branch Rail Line improvement program

#### **Task 2B.5 Sustainable Community Initiatives**

- Investigate alternative modes to harness public transit and create livable communities.
- Promote safety, livable communities, and environmental sustainability in planning activities.
- Determine the strategies and actions to enhance and facilitate north-south travel along the Route 8 corridor and the Waterbury Branch Line and link commuter rail stations and associated transit oriented and supportive districts in the region.
- Encourage and assist municipalities with adopting transit-supportive land use policies and developing plans and strategies to create transit-oriented districts in vicinity of the commuter rail stations.
- Coordinate and supplement work on the Route 8 and Waterbury Branch Line alternative modes assessment study – FTA Section 5339 program and TOD pilot project.

Deliverable:

- Alternative Transportation Modes Plan
- TOD Plans – station area plans

#### **Task 2B.6 Waterbury Area Transit Study (WATS)**

- Oversee consultant work for CT Transit-Waterbury Bus Operations and Routing Study – CNVR MPO.
- Determine and assess short-term and long-term changes in bus operations, schedules and route designations through downtown Waterbury – CNVR MPO.
- Investigate the feasibility and opportunities for relocating the bus transit pulse point in Waterbury – CNVR MPO.
- Initiate and conduct a Phase 2 WATS to identify and assess possible locations for a new bus terminal and pulse point in downtown Waterbury, including developing concepts plans for a new bus terminal, completing an economic assessment of constructing a bus terminal and developing a implementation plan. **This task may involve the use consultant services to assist and perform the economic impact assessment.**

Deliverable:

- WATS Bus Operations Plan for Downtown Waterbury
- Feasibility of Constructing a New Bus Terminal in Downtown Waterbury

| Task 2B: Budget  |                    |              |           |           |       |
|------------------|--------------------|--------------|-----------|-----------|-------|
| Budget           |                    |              |           |           |       |
|                  |                    | FY 2016      | FY 2017   | Total     |       |
|                  | Direct Labor       | \$39,370     | \$38,265  | \$77,635  |       |
|                  | BFO @1.17          | \$46,062     | \$44,771  | \$90,833  |       |
|                  | Other Direct       | \$0          | \$0       | \$0       |       |
|                  | CE Services [5]    | \$100,000    | \$100,000 | \$200,000 |       |
|                  | Total              | \$185,432    | \$183,036 | \$368,468 |       |
| Staff Allocation | FY 2016            | Direct Labor | BFO       | Total     | Hours |
|                  | Exec. Director     | \$3,045      | \$3,563   | \$6,608   | 40.6  |
|                  | Dir. Of Planning   | \$7,407      | \$8,666   | \$16,073  | 123.5 |
|                  | Reg. Traffic Eng.  | \$2,743      | \$3,210   | \$5,953   | 45.7  |
|                  | Sr. Planners [1]   | \$10,288     | \$12,037  | \$22,324  | 216.6 |
|                  | Planners [2]       | \$14,240     | \$16,661  | \$30,901  | 365.1 |
|                  | Planning Intern    | \$0          | \$0       | \$0       | -     |
|                  | Administration [3] | \$1,646      | \$1,926   | \$3,572   | 47.0  |
|                  | Financial Man. [4] | \$0          | \$0       | \$0       | -     |
|                  | CE Services [5]    | \$0          | \$0       | \$100,000 | -     |
|                  | Total              | \$39,370     | \$46,062  | \$185,432 | 838.5 |
|                  | FY 2017            | Direct Labor | BFO       | Total     | Hours |
|                  | Exec. Director     | \$2,968      | \$3,473   | \$6,440   | 39.6  |
|                  | Dir. Of Planning   | \$7,219      | \$8,447   | \$15,666  | 120.3 |
|                  | Reg. Traffic Eng.  | \$2,674      | \$3,128   | \$5,802   | 44.6  |
|                  | Sr. Planners [1]   | \$10,027     | \$11,732  | \$21,758  | 211.1 |
|                  | Planners [2]       | \$13,773     | \$16,114  | \$29,887  | 353.2 |
|                  | Planning Intern    | \$0          | \$0       | \$0       | 0.0   |
|                  | Administration [3] | \$1,604      | \$1,877   | \$3,481   | 45.8  |
|                  | Financial Man. [4] | \$0          | \$0       | \$0       | -     |
|                  | CE Services [5]    | \$0          | \$0       | \$100,000 | -     |
|                  | Total              | \$38,265     | \$44,771  | \$183,036 | 814.5 |



|  |   |           |
|--|---|-----------|
| Financial Responsibility:  | FY 2016                                 | CNVR MPO  |
|  | Federal                                 | 148,345   |
|  | State                                   | 18,543    |
|  | Local                                   | 18,543    |
|  | Total                                   | 185,432   |
|  | FY 2017                                 | CNVR MPO  |
|  | Federal                                 | 146,429   |
|  | State                                   | 18,304    |
|  | Local                                   | 18,304    |
|  | Total                                   | \$183,036 |
| Functional Responsibility:   |   |           |
|  | Naugatuck Valley Council of Governments |           |
|  |   |           |
| [1] Includes Senior Transportation Planner and Senior Regional Planner                           |   |           |
| [2] Includes Regional Planners, Transportation Planners I & II, and GIS Coordinator & Specialist |   |           |
| [3] Includes Policy Coordinator and Administrative Assistant                                     |   |           |
| [4] Includes Finance Director and Finance Manager  |   |           |
| [5] Allocation for Consultant Services related to the WATS Task 2B.6.                            |   |           |

## TASK 2C: TRANSPORTATION PLANNING – NON-MOTORIZED TRANSPORTATION MODES

Issues:        System Preservation and Maintenance  
                 System Enhancement  
                 Bicycle Planning Activities  
                 Pedestrian Planning Activities  
                 Safety – Bicycle and Pedestrian  
                 Regional Trail Network  
                 Multi-modal Opportunities  
                 Alternative Transportation Modes  
                 TOD Opportunities  
                 Regional Planning

Objectives: To promote a balanced transportation system to create safe, livable communities and environmental sustainability through enhanced access to transportation alternatives and efficient, effective and convenient non-motorized modes of transportation. A focus will be placed on the identification of deficiencies in pedestrian and bicycle system connectivity in an effort to establish a contiguous network.

The key objectives of this planning task are to:

- Decrease per-capita VMT and transportation-related emissions for the corridor; and
- Promote public health and safety through enhancements to the bicycle and pedestrian facilities and networks.

### Previous

Work:        Initiated work on the NRG economic impact study; and worked with the city of Waterbury on their TIGER VI project.

Tasks:        Under this task, the NVCOG will coordinate multiple and inter-related planning tasks to create an interconnected network of multi-use trails, ensure pedestrian safety and promote livable and sustainable communities, including continued involvement in the design and construction of the Naugatuck River Greenway.

Specific tasks are:

### **Task 2C.1:     Route 8 Alternate Modes Project**

- Assist and participate in a comprehensive study to identify alternative transportation modes for the Route 8 and Waterbury branch line corridors: *Alternative Modes*

*Assessment Study* – FTA: Section 5339 program with the GBVMPO (Valley planning region portion).

- Develop alternative services and modes plans along the corridor and prepare summary and final reports.
  - Conduct public outreach.

Deliverable:

- Alternative Modes Assessment study draft and final reports

## **Task 2C.2 Regional Bicycle Planning**

- Develop and update the regional bicycle plans.
- Work on enhancing regional trail and greenway systems – Naugatuck River Greenway, Steele Brook and former Farmington Canal.
- Participate in the Waterbury Naugatuck River Greenway Design Project (Phase 1) and assist Waterbury in advancing the project through the city.
- Provide technical assistance to member communities on respective greenway and multi-use trail projects.
- Provide administrative support to the Naugatuck River Greenway steering committee.
- Efforts will continue to assess and address bicycle and vehicular needs, and determine opportunities for expanding bicycle facilities.
- Conduct an economic impact study on the benefits accruing from the construction of the Naugatuck River Greenway.
- Conduct an assessment of the NRG sections and develop a priority list of projects and recommended financial and implementation plan.
- Work with and provide technical assistance to the municipalities in the NVCOG planning region on implementing a bicycle route network, including assessment and evaluation of proposed routes, project scoping, and project design approach, and ensuring consistency with guidelines and standards.
- Conduct a study on a possible east-west bike route from Forestville to Thomaston – CNVR MPO and CCMPO.

Deliverable:

- Regional Bicycle Plan
- Naugatuck River Greenway Implementation Plan

## **Task 2C.3 Naugatuck River Greenway Economic Impact Study**

- Administer the study grant program, including consultant selection, and develop a work plan and scope of work.

- Conduct a trail use evaluation, including conducting and collecting trail use counts, developing an on-line trail user survey, and conducting trail user surveys on the NRG and comparable trails.
- Collect economic data for the Naugatuck Valley planning region and work with the UConn Extension office in running an economic input-output model.
- Assess the economic benefits and impacts from the construction of the NRG, including determining impacts on property values and conducting a benefit-cost analysis. **This task may involve the use consultant services to assist and perform the economic impact assessment (Funds for CE services provided from grant awards for regional community foundations and will not allocated from federal and state resources).**
- Prepare an economic development guide for municipalities on to best capitalize on the construction of the regional trail and greenway systems.
- Participate in a community outreach and education process to present findings to municipal officials and the public and obtain feedback.

Deliverable:

- Trail User Evaluation Report
- Trail User Surveys
- Economic Impact Study of the Naugatuck River Greenway

#### **Task 2C.4 Regional Pedestrian Safety Planning**

- Develop and update the regional pedestrian safety plans.
- Continue developing a Safe Routes to School program, as necessary, and assist member communities in developing SRTS plans.
- Efforts will continue to assess and address pedestrian needs, and determine opportunities for expanding pedestrian facilities and providing pedestrian amenities.

Deliverable:

- Regional Pedestrian Safety Plan

#### **Task 2C.5 Complete Streets Planning**

- Develop a complete streets and green infrastructure policy and plan for the Central Naugatuck Valley planning region.
- Identify green infrastructure elements that can be incorporated in transportation improvement projects.
- Assess potential impacts to the CNVR MPO's transportation systems due to climate change and natural hazards, and develop strategies to minimize and mitigate impacts.

- Develop web page on the NVCOG website that focuses on Climate Change and Livability to promote safety, livable communities and environmental sustainability.

Deliverable:

- Regional Complete Streets Policy and Plan
- Climate Resiliency assessment

| Task 2C: Budget  |                    |              |          |           |       |
|------------------|--------------------|--------------|----------|-----------|-------|
| Budget           |                    |              |          |           |       |
|                  |                    | FY 2016      | FY 2017  | Total     |       |
|                  | Direct Labor       | \$34,120     | \$33,163 | \$67,284  |       |
|                  | BFO @1.17          | \$39,921     | \$38,801 | \$78,722  |       |
|                  | Other Direct       | \$0          | \$0      | \$0       |       |
|                  | Total              | \$74,041     | \$71,964 | \$146,005 |       |
| Staff Allocation | FY 2016            | Direct Labor | BFO      | Total     | Hours |
|                  | Exec. Director     | \$1,427      | \$1,669  | \$3,096   | 19.0  |
|                  | Dir. Of Planning   | \$7,023      | \$8,217  | \$15,240  | 117.1 |
|                  | Reg. Traffic Eng.  | \$3,950      | \$4,622  | \$8,572   | 65.8  |
|                  | Sr. Planners [1]   | \$10,315     | \$12,069 | \$22,384  | 217.2 |
|                  | Planners [2]       | \$10,308     | \$12,059 | \$22,367  | 264.3 |
|                  | Planning Intern    | \$0          | \$0      | \$0       | -     |
|                  | Administration [3] | \$1,097      | \$1,284  | \$2,381   | 31.4  |
|                  | Financial Man. [4] | \$0          | \$0      | \$0       | -     |
|                  | Total              | \$34,120     | \$39,920 | \$74,040  | 714.7 |
|                  | FY 2017            | Direct Labor | BFO      | Total     | Hours |
|                  | Exec. Director     | \$1,390      | \$1,627  | \$3,017   | 18.5  |
|                  | Dir. Of Planning   | \$6,845      | \$8,009  | \$14,854  | 114.1 |
|                  | Reg. Traffic Eng.  | \$6,524      | \$7,633  | \$14,158  | 108.7 |
|                  | Sr. Planners [1]   | \$8,449      | \$9,886  | \$18,335  | 177.9 |
|                  | Planners [2]       | \$8,885      | \$10,396 | \$19,281  | 227.8 |
|                  | Planning Intern    | \$0          | \$0      | \$0       | 0.0   |
|                  | Administration [3] | \$1,070      | \$1,251  | \$2,321   | 30.6  |
|                  | Financial Man. [4] | \$0          | \$0      | \$0       | 0.0   |

|  |                               |                 |          |          |       |
|--|-------------------------------|-----------------|----------|----------|-------|
| Financial<br>Responsibility:   | Total                         | \$33,163        | \$38,802 | \$71,965 | 677.6 |
|  |                               |                 |          |          |       |
|  | <b>FY 2016</b>                | <b>CNVR MPO</b> |          |          |       |
|  | Federal                       | \$59,233        |          |          |       |
|  | State                         | \$7,404         |          |          |       |
|  | Local                         | \$7,404         |          |          |       |
|  | Total                         | \$74,041        |          |          |       |
|  |                               |                 |          |          |       |
|  | <b>FY 2017</b>                | <b>CNVR MPO</b> |          |          |       |
|  | Federal                       | \$57,572        |          |          |       |
|  | State                         | \$7,196         |          |          |       |
|  | Local                         | \$7,196         |          |          |       |
|  | Total                         | \$71,964        |          |          |       |
|  | Functional<br>Responsibility: |                 |          |          |       |
| Naugatuck Valley Council of Governments  |                               |                 |          |          |       |
|  |                               |                 |          |          |       |
| [1] Includes Senior Transportation Planner and Senior Regional Planner                           |                               |                 |          |          |       |
| [2] Includes Regional Planners, Transportation Planners I & II, and GIS Coordinator & Specialist |                               |                 |          |          |       |
| [3] Includes Policy Coordinator and Administrative Assistant                                     |                               |                 |          |          |       |
| [4] Includes Finance Director and Finance Manager  |                               |                 |          |          |       |

### TASK 3: PROGRAM MANAGEMENT, IMPLEMENTATION AND ADMINISTRATION

Issues:

- Highway System Enhancement
- Highway System Preservation
- Safety – Vehicular and Pedestrian
- Congestion Management Process
- Advanced Technologies (ITS)
- Preserve and Maintain Public Transportation Services
- Multimodal Opportunities
- Bicycle and Pedestrian Activities
- Transportation Security
- Flexibility in Highway Design
- Freight Movement
- Environmental Planning and Mitigation
- Public Involvement
- Environmental Justice
- Economic Development
- Regional Planning

Objectives: To conduct administration and program management functions necessary to carry-out the planning tasks included in the UPWP, including amending the UPWP, as needed, and preparing and submitting quarterly progress and financial reports.

To coordinate transportation and transit planning activities and tasks.

To develop, amend and maintain a short-range Transportation Improvement Program (TIP) that is financially constrained and consistent with the long range Regional Transportation Plan.

To develop, select, scope and evaluate projects for funding under the FHWA's Surface Transportation Program: Urban (STP: BS and STP: U), Transportation Alternatives Program (TAP), and Congestion Mitigation and Air Quality.

To advise and inform participating agencies of program substance and expenditures.

To participate in and provide administrative support to study advisory committees, as necessary.

To assist member municipalities and regional transit operators with the preparation of applications for state and federal funds.



To participate in the New York, New Jersey and Connecticut Metropolitan Area Planning partners – NYMTC, NJTPA, SWRPA, GBRC, SCRCOG, VCOG and CNVR MPO – and coordinate tri-state planning.

#### Previous

##### Work:

Administered the UPWP; updated and amended the FY 2015 UPWP; prepared quarterly progress reports; prepared the FY 2016-2017 UPWP; attended meetings of the CNVR MPO; prepared the FFY 2015-2018 TIP; developed financial tables and charts; coordinated with CTDOT on various projects and studies, including performance measures, freight planning, TransformCT and NEC future; maintained the NVCOG website and posted meeting notices and documents; held public information meetings on the FFY 2015-2018 TIP and air quality conformity; attended and participated in several NHI webinars and training workshops; prepared an application for TIGER VII program; provided planning and technical support to the CT Transit-Waterbury local bus system, MetroNorth Commuter Railroad, the GWTD Advisory Board, and the Joblinks Job Access/Reverse Commute program; and monitored the STP: Urban, CMAQ and TAP program and prepared and submitted project applications.

##### Tasks:

Administer the transportation planning program in the Central Naugatuck Valley planning region, as detailed in the FY 2016 and 2017 Unified Planning Work Program.

Specific tasks are:

#### **Task 3.1: UPWP**

- Prepare the FY 2018-2019 UPWP, as determined by CTDOT and the USDOT.
- Amend the FY 2016-2017 UPWP, as needed.
- Prepare and submit quarterly progress and financial reports.

Deliverable:

- Quarterly progress reports
- FY 2018-2019 UPWP

#### **Task 3.2 CTDOT Coordination**

- Coordinate on developing and implementing Performance Measures.
- Coordinate on travel demand modeling.
- Coordinate with revisions to land use forecasts.
- Participate in the local road accident reduction program.
- Revise, as necessary, the functional classification system to reflect changes in the urbanized area.

- Coordinate work on regional transportation, transit and engineering programs, projects and studies to maximize efficiency.
- Coordinate and work with CTDOT and adjacent MPO's on the future re-designation of MPO boundaries

Deliverable:

- CNVR MPO coordination

### **Task 3.3: Administration**

- Administer the regional transportation planning programs in the Central Naugatuck Valley planning region, as detailed in the FY 2016 and 2017 Unified Planning Work Program.
- Prepare the annual audit of the UPWP.

### **Task 3.4: Transportation Improvement Program – TIP/STIP**

- Develop and maintain the short range transportation improvement (TIP) consistent with the State TIP (STIP) – CNVR MPO.
- Amend TIP/STIP, as necessary, and coordinate the endorsement of amendments and administrative actions to the TIP in cooperation with CTDOT – CNVR MPO.
- Review and approve Administrative Actions and keep track of changes – CNVR MPO.
- Develop project scopes and applications for funding under various federal aid programs – CNVR MPO.
- Establish transportation project priorities and work with municipalities in setting implementation schedules – CNVR MPO.
- Revise financial plans, prepare amendment summary reports, and make presentations at meetings of the CNVR MPO to inform members of proposed amendments and changes to the TIP/STIP.
- Maintain the TIP/STIP in a database format – CNVR MPO.
- Develop interactive map for website, including project descriptions and information would pop-up when clicked CNVR MPO.
- Work with CTDOT to review the requirements for and to develop a plan for transition to the electronic review, approval and administration of the TIP/STIP and E-STIP – CNVR MPO.
- Administer the FHWA Surface Transportation Program: Urban program, including soliciting and evaluating project proposals, setting priorities, and maintaining a financial plan – CNVR MPO.
- Administer the NVCOG's Local Transportation Capital Improvement Program (LOTICIP), including soliciting and evaluating project proposals, setting priorities, and maintaining a financial plan.
- Coordinate MPO correspondences, project selection, and project solicitation – various state and federal aid transportation programs – CNVR MPO.

- Administer and manage design projects under contract to the NVCOG.
- Coordinate the development and amendment of the TIP for the CCMPO with the Capitol Region Council of Governments.

Deliverable:

- TIP amendments and administrative actions
- Update of the FFY 2015-2018 TIP, as necessary

### **Task 3.5 Metropolitan Planning Organization**

- Serve as the transportation planning staff for the CNVR MPO.
- Prepare meeting agendas and technical material, including plan and project summaries, technical memoranda, and policy papers CTDOT – CNVR MPO.
- Make presentations at MPO meetings, including regarding the TIP/STIP, LRTPs, air quality conformity, project priorities, and amendments/actions CTDOT – CNVR MPO.
- Provide technical advice and guidance on plan, policy, program and project issues CTDOT – CNVR MPO.

Deliverable:

- MPO meetings – CNVR MPO.

### **Task 3.6 Transportation Technical Advisory Committees**

- Convene Transportation Technical Coordinating Committees for the Naugatuck Valley planning region, encompassing the Valley planning region portion of the GBVMPO and the CNVR MPO. Tasks include:
  - Provide input on projects, plans and programs.
  - Review amendments to the TIP/STIP and offer recommendations
- Provide technical advice and guidance on emergency planning activities related the Regional Emergency Planning Teams – Region 5 (Beacon Falls, Bethlehem, Cheshire, Middlebury, Naugatuck, Oxford, Plymouth, Prospect, Southbury, Thomaston, Waterbury, Watertown, Wolcott, and Woodbury).

Deliverable:

- TTAC meetings – NVCOG.

### **Task 3.7 Grant Applications**

- Prepare grant applications and work programs for special studies, as needed.

- Assist member communities and regional transit operators in preparing project applications under various federal transportation funding programs, as needed.
- Assist member communities in preparing project applications under LOTCIP program.

Deliverable:

- Grant applications

### **Task 3.8      Technical Capacity Building**

- Increase the technical capacity of the NVCOG through staff attendance and participation at workshops, seminars and conferences sponsored and held by the CTDOT, FHWA Resource Center, and National Highway Institute (NHI).
- Procure technical resources, as necessary.

### **Task 3.9      Surface Transportation Program: Urban Attributable**

- Monitor the STP: Urban program for the CNVR MPO and CCMPO.
- Identify new project proposals for funding under the STP: Urban and work with the municipalities and CTDOT in determining project eligibility, developing project scopes, preparing applications and evaluating proposals – CNVR MPO and CCMPO.
- Participate in CTDOT Project Concept Development process.
- Establish and refine regional priorities to produce a five-year capital and operating program consistent with available funding levels.

Deliverable:

- STP: Urban program

### **Task 3.10      Highway Project Development**

- Work with CTDOT and member municipalities on identifying possible projects for funding under the Transportation Alternatives Program and Congestion Mitigation and Air Quality – CNVR MPO and CCMPO.
- Work with the municipalities and provide technical assistance in determining project eligibility, developing project scopes, preparing applications and evaluating proposals relating to these programs – CNVR MPO and CCMPO.
- Establish and refine regional highway priorities – CNVR MPO and CCMPO.

Deliverable:

- Project concept plans

### **Task 3.11 Transit Programming**

- Work with CT Transit to program bus capital projects in the TIP and incorporate local bus transit needs into the TIP/STIP – FTA Section 5307, 5309, and 5310 programs.
- Work with CT Transit in determining project scopes, preparing applications and evaluating proposals.
- Establish and refine regional transit priorities – FTA Section 5307, 5309, 5310, 5316 and 5317 capital projects; and Municipal Grant Program.

Deliverable:

- Transit programming

### **Task 3.12 Public Participation Program**

- Participate in meetings of the CNVR MPO and CCMPO.
- Make presentations at CNVR MPO meetings on NVCOG transportation plans, programs and projects.
- Convene and hold meetings of the Transportation Technical Advisory Committee (TTAC) of the CNVR MPO to provide face-to-face opportunities to discuss and exchange ideas regarding transportation issues, deficiencies and solutions.
- Adhere to the public involvement process adopted by the CNVR MPO and periodically assess effectiveness of the public involvement process.
- Provide reports, documents, plans and summaries in user-friendly format and post on NVCOG website – NVCOG planning region.
- Hold public information meetings on plans, program and projects at convenient and accessible places and times, provide community outreach to inform and involve community groups, and offer assistance to the hearing impaired and persons with limited English proficiency.
- Maintain the NVCOG website and post transportation documents, summaries, actions, plans and programs.
- Develop strategies for ensuring **Environmental Justice** in the transportation planning process and determine and assess the distribution of benefits and burdens of transportation investments on “at-risk” areas and groups using spatial analysis (GIS) – CNVR MPO.

Deliverable:

- Environmental Justice Profile
- Revised Public Participation Process
- Public information sessions
- NVCOG website

| Task 3: Budget            |                    |              |           |           |         |
|---------------------------|--------------------|--------------|-----------|-----------|---------|
| Budget                    |                    |              |           |           |         |
|                           |                    | FY 2016      | FY 2017   | Total     |         |
|                           | Direct Labor       | \$59,344     | \$57,357  | \$116,701 |         |
|                           | BFO @1.17          | \$69,433     | \$67,108  | \$136,541 |         |
|                           | Other Direct [1]   | \$25,000     | \$25,000  | \$50,000  |         |
|                           | Total              | \$153,777    | \$149,465 | \$303,242 |         |
|                           |                    |              |           |           |         |
| Staff Allocation          | FY 2016            | Direct Labor | BFO       | Total     | Hours   |
|                           | Exec. Director     | \$5,045      | \$5,902   | \$10,947  | 67.3    |
|                           | Dir. Of Planning   | \$14,846     | \$17,370  | \$32,216  | 247.4   |
|                           | Reg. Traffic Eng.  | \$13,907     | \$16,271  | \$30,178  | 231.8   |
|                           | Sr. Planners [2]   | \$9,333      | \$10,919  | \$20,252  | 196.5   |
|                           | Planners [3]       | \$5,801      | \$6,788   | \$12,589  | 148.8   |
|                           | Planning Intern    | \$0          | \$0       | \$0       | -       |
|                           | Administration [4] | \$1,513      | \$1,771   | \$3,284   | 43.2    |
|                           | Financial Man. [5] | \$8,899      | \$10,412  | \$19,311  | 178.0   |
|                           | Total              | \$59,344     | \$69,433  | \$128,777 | 1,112.9 |
|                           |                    |              |           |           |         |
|                           | FY 2017            | Direct Labor | BFO       | Total     | Hours   |
|                           | Exec. Director     | \$4,891      | \$5,722   | \$10,613  | 65.2    |
|                           | Dir. Of Planning   | \$14,393     | \$16,840  | \$31,232  | 239.9   |
|                           | Reg. Traffic Eng.  | \$13,376     | \$15,649  | \$29,025  | 222.9   |
|                           | Sr. Planners [2]   | \$9,048      | \$10,586  | \$19,634  | 190.5   |
|                           | Planners [3]       | \$5,624      | \$6,580   | \$12,205  | 144.2   |
|                           | Planning Intern    | \$0          | \$0       | \$0       | 0.0     |
|                           | Administration [4] | \$1,467      | \$1,717   | \$3,184   | 41.9    |
|                           | Financial Man. [5] | \$8,559      | \$10,014  | \$18,572  | 171.2   |
| Total                     | \$57,357           | \$67,108     | \$124,465 | 1,075.8   |         |
|                           |                    |              |           |           |         |
| Financial Responsibility: | FY 2016            | CNVR MPO     |           |           |         |
|                           | Federal            | \$123,022    |           |           |         |
|                           | State              | \$15,378     |           |           |         |
|                           | Local              | \$15,378     |           |           |         |

|   |   |                 |
|---|---|-----------------|
| Functional<br>Responsibility:   | Total                                   | \$153,777       |
|   |   |                 |
|   | <b>FY 2017</b>                          | <b>CNVR MPO</b> |
|   | Federal                                 | \$119,572       |
|   | State                                   | \$14,946        |
|   | Local                                   | \$14,946        |
|   | Total                                   | \$149,465       |
|   |   |                 |
|   |   |                 |
|   | Naugatuck Valley Council of Governments |                 |
| <p>[1] Other Direct Costs include travel, printing, postage, conferences, seminars &amp; computer equipment.</p> <p>[2] Includes Senior Transportation Planner and Senior Regional Planner</p> <p>[3] Includes Regional Planners, Transportation Planners I &amp; II, and GIS Coordinator &amp; Specialist</p> <p>[4] Includes Policy Coordinator and Administrative Assistant</p> <p>[5] Includes Finance Director and Finance Manager</p> |   |                 |



## TASK 4: OTHER TECHNICAL ASSISTANCE

**Issues:** Regional Planning  
System Enhancement  
System Efficiency  
System Preservation  
Multi-Modal Opportunities  
Alternative Transportation Modes  
TOD Opportunities

**Objectives:** To provide technical assistance to member communities, conduct, administer, manage and carry-out major corridor studies and projects on behalf of member municipalities and funded primarily under specific project funding programs.

To engage and support member municipalities in advancing and implementing transportation investment to enhance the management and operation of the region's transportation system, increase system efficiency and preserve system components.

**Previous Work:** Administered the NRG economic impact study; provided technical assistance to the Central Naugatuck Valley RPC and member towns, as needed; prepared land use referral letters on the conformity of zoning, subdivision, and planning proposals with regional and state plans; and coordinated work with CCMPO.

**Tasks:** Administer and manage specific transportation planning, program and design grants obtained by and on behalf of Valley planning region municipalities, and provide technical assistance to member municipalities.

Specific tasks are:

### **Task 4.1: Naugatuck River Greenway Project**

- Provide technical assistance to the City of Waterbury and CTDOT on the Waterbury Naugatuck River Greenway Design Project – CNVR MPO.
- Continue to assist the Naugatuck River Greenway steering committee in maintaining the NRG website and preparing interactive maps of the proposed alignment – CNVR MPO.
- Continue to work on developing, designating and implementing the preferred alignment for NRG and coordinate the project with CTDOT – CNVR MPO.

**Deliverable:**

- NRG Waterbury Phase 1 and 2
- NRG Route alignment study report

- NRG steering committee

**Task 4.5: TIGER VI Program – WATER Project**

- Work with the City of Waterbury on the TIGER VI project for the *Waterbury Active Transportation and Economic Resurgence (WATER)* and provide technical assistance, as needed – CNVR MPO.

**Task 4.7: Technical Assistance to CCMPO**

- Assist Bristol and Plymouth in the development of greenways, trails, and bicycle projects.
- Assist Bristol and Plymouth in implementing complete streets policies and infrastructure.
- Provide planning and technical support to Bristol and Plymouth.
- Monitor the Route 69 and Route 72 intersection improvement project and coordinate with CRCOG, as necessary.

**Task 4.8: Technical Assistance to Regional Planning Commission**

- Provide assistance to the RPC in reviewing transportation and traffic impacts of proposed land use actions and assess the conformity of zoning, subdivision, and planning proposals with regional and state plans.
- Provide assistance to the RPC in preparing the regional plan of conservation and development and ensure consistency with the long range transportation plan.
- Provide assistance to the member municipalities in preparing the local plans of conservation and development and ensure consistency with the long range transportation plan.

| Task 4: Budget   |                           |              |          |           |       |
|------------------|---------------------------|--------------|----------|-----------|-------|
| Budget           |                           |              |          |           |       |
|                  |                           | FY 2016      | FY 2017  | Total     |       |
|                  | Direct Labor              | \$39,370     | \$38,265 | \$77,635  |       |
|                  | BFO @1.17                 | \$46,062     | \$44,771 | \$90,833  |       |
|                  | Other Direct              | \$0          | \$0      | \$0       |       |
|                  | Total                     | \$85,432     | \$83,036 | \$168,468 |       |
| Staff Allocation | FY 2016                   | Direct Labor | BFO      | Total     | Hours |
|                  | Exec. Director            | \$6,310      | \$7,382  | \$13,692  | 84.1  |
|                  | Dir. Of Planning          | \$4,664      | \$5,457  | \$10,120  | 77.7  |
|                  | Reg. Traffic Eng.         | \$8,918      | \$10,434 | \$19,352  | 148.6 |
|                  | Sr. Planners [1]          | \$5,761      | \$6,740  | \$12,502  | 121.3 |
|                  | Planners [2]              | \$4,664      | \$5,457  | \$10,120  | 119.6 |
|                  | Planning Intern           | \$0          | \$0      | \$0       | -     |
|                  | Administration [3]        | \$1,646      | \$1,926  | \$3,572   | 47.0  |
|                  | Financial Man. [4]        | \$7,407      | \$8,666  | \$16,073  | 148.1 |
|                  | Total                     | \$39,370     | \$46,062 | \$85,432  | 746.5 |
|                  | FY 2017                   | Direct Labor | BFO      | Total     | Hours |
|                  | Exec. Director            | \$6,150      | \$7,195  | \$13,345  | 82.0  |
|                  | Dir. Of Planning          | \$4,546      | \$5,318  | \$9,864   | 75.8  |
|                  | Reg. Traffic Eng.         | \$8,586      | \$10,045 | \$18,631  | 143.1 |
|                  | Sr. Planners [1]          | \$5,615      | \$6,570  | \$12,185  | 118.2 |
|                  | Planners [2]              | \$4,546      | \$5,318  | \$9,864   | 116.6 |
|                  | Planning Intern           | \$0          | \$0      | \$0       | 0.0   |
|                  | Administration [3]        | \$1,604      | \$1,877  | \$3,481   | 45.8  |
|                  | Financial Man. [4]        | \$7,219      | \$8,447  | \$15,666  | 144.4 |
|                  | Total                     | \$38,265     | \$44,771 | \$83,036  | 725.8 |
|                  | Financial Responsibility: | FY 2016      | CNVR MPO |           |       |
| Federal [6]      |                           | \$68,345     |          |           |       |
| State [6]        |                           | \$8,543      |          |           |       |
| Local            |                           | \$8,543      |          |           |       |

|  |   |                 |
|--|---|-----------------|
| Functional<br>Responsibility:  | Total                                   | \$85,432        |
|  |   |                 |
|  | <b>FY 2017</b>                          | <b>CNVR MPO</b> |
|  | Federal                                 | \$66,429        |
|  | State                                   | \$8,304         |
|  | Local                                   | \$8,304         |
|  | Total                                   | \$83,036        |
|  |   |                 |
|  |   |                 |
|  | Naugatuck Valley Council of Governments |                 |
| [1] Includes Senior Transportation Planner and Senior Regional Planner                           |   |                 |
| [2] Includes Regional Planners, Transportation Planners I & II, and GIS Coordinator & Specialist |   |                 |
| [3] Includes Policy Coordinator and Administrative Assistant                                     |   |                 |
| [4] Includes Finance Director and Finance Manager  |   |                 |
| [5] Allocation for Consultant Services related to the WATS Task 2B.6.                            |   |                 |

IV. Naugatuck Valley Planning Region  
Task and Staff Allocation Budgets and  
Regional Transportation Program Schedules  
FY 2016 - 2017

| Unified Planning Work Program<br>Central Naugatuck Valley Region MPO<br>FY 2016 Task Allocation by Funding Sources and Revenues |           |          |          |           |
|---|-----------|----------|----------|-----------|
| Tasks   | Federal   | State    | Local    | Total     |
| Task 1: Data Collection/Analysis  | \$45,564  | \$5,695  | \$5,695  | \$56,954  |
| Task 2A: Transportation Planning --<br>Highways   | \$91,127  | \$11,391 | \$11,391 | \$113,909 |
| Task 2B: Transportation Planning --<br>Transit  | 148,345   | 18,543   | 18,543   | \$185,432 |
| Task 2C: Transportation Planning --<br>Non-Motorized Transportation Modes   | \$59,233  | \$7,404  | \$7,404  | \$74,041  |
| Task 3: Program Management,<br>Implementation and Administration  | \$123,022 | \$15,378 | \$15,378 | \$153,777 |
| Task 4: Other Technical Assistance  | \$68,345  | \$8,543  | \$8,543  | \$85,432  |
| Total:  | \$535,636 | \$66,955 | \$66,955 | \$669,545 |

| Unified Planning Work Program<br>Central Naugatuck Valley Region MPO<br>FY 2017 Task Allocation by Funding Sources and Revenues |          |          |          |           |
|---|----------|----------|----------|-----------|
| Tasks   | Federal  | State    | Local    | Total     |
| Task 1: Data Collection/Analysis  | \$44,286 | \$5,536  | \$5,536  | \$55,357  |
| Task 2A: Transportation Planning --<br>Highways   | \$88,572 | \$11,071 | \$11,071 | \$110,715 |
| Task 2B: Transportation Planning --<br>Transit  | 148,345  | 18,543   | 18,543   | \$183,036 |

|  |           |          |          |           |
|--|-----------|----------|----------|-----------|
| Task 2C: Transportation Planning -- Non-Motorized Transportation Modes | \$57,572  | \$7,196  | \$7,196  | \$71,964  |
| Task 3: Program Management, Implementation and Administration          | \$119,572 | \$14,946 | \$14,946 | \$149,465 |
| Task 4: Other Technical Assistance                                     | \$66,429  | \$8,304  | \$8,304  | \$83,036  |
| Total:   | \$524,776 | \$65,597 | \$65,597 | \$653,573 |

| Unified Planning Work Program<br>Central Naugatuck Valley Region MPO<br>FY 2016 Task Allocation Budget  |              |           |                  |           |
|---|--------------|-----------|------------------|-----------|
|   | Direct Labor | Indirect  | Other Direct [1] | Total     |
| Task 1: Data Collection/Analysis  | \$26,246     | \$30,708  | \$0              | \$56,954  |
| Task 2A: Transportation Planning -- Highways  | \$52,493     | \$61,416  | \$0              | \$113,909 |
| Task 2B: Transportation Planning -- Transit   | \$39,370     | \$46,062  | \$100,000        | \$185,432 |
| Task 2C: Transportation Planning -- Non-Motorized Transportation Modes  | \$34,120     | \$39,921  | \$0              | \$74,041  |
| Task 3: Program Management, Implementation and Administration   | \$59,344     | \$69,433  | \$25,000         | \$153,777 |
| Task 4: Other Technical Assistance  | \$39,370     | \$46,062  | \$0              | \$85,432  |
| Total:  | \$250,943    | \$293,602 | \$125,000        | \$669,545 |
| [1] Other Direct Costs listed for Task 2B is for Consultant Services related to the conduct of the Waterbury Area Transit Study and those listed under Task 3 are for other direct items such as travel, printing, etc. |              |           |                  |           |

**Unified Planning Work Program  
Central Naugatuck Valley Region MPO  
FY 2017 Task Allocation Budget**

|  | Direct Labor     | Indirect         | Other Direct     | Total            |
|--|------------------|------------------|------------------|------------------|
| Task 1: Data Collection/Analysis                                       | \$25,510         | \$29,847         | \$0              | \$55,357         |
| Task 2A: Transportation Planning -- Highways                           | \$51,021         | \$59,694         | \$0              | \$110,715        |
| Task 2B: Transportation Planning -- Transit                            | \$38,265         | \$44,771         | \$100,000        | \$183,036        |
| Task 2C: Transportation Planning -- Non-Motorized Transportation Modes | \$33,163         | \$38,801         | \$0              | \$71,964         |
| Task 3: Program Management, Implementation and Administration          | \$57,357         | \$67,108         | \$25,000         | \$149,465        |
| Task 4: Other Technical Assistance                                     | \$38,265         | \$44,771         | \$0              | \$83,036         |
| <b>Total:</b>  | <b>\$243,582</b> | <b>\$284,990</b> | <b>\$125,000</b> | <b>\$653,573</b> |

[1] Other Direct Costs listed for Task 2B is for Consultant Services related to the conduct of the Waterbury Area Transit Study and those listed under Task 3 are for other direct items such as travel, printing, etc.

**Unified Planning Work Program  
Central Naugatuck Valley Region MPO  
FY 2016 Staff Allocation Budget**

| FY 2016  | Direct Labor | Indirect | Total     | Hours   |
|--|--------------|----------|-----------|---------|
| Executive Director   | \$17,747     | \$20,763 | \$38,510  | 236.6   |
| Director of Planning/Assistant Director  | \$42,445     | \$49,660 | \$92,105  | 707.4   |
| Senior/Principal Traffic Engineer  | \$38,023     | \$44,487 | \$82,511  | 633.7   |
| Senior Transportation Planners, Senior Regional Planner & Supervising Transportation Planner | \$52,952     | \$61,954 | \$114,906 | 1,114.8 |

|   |                  |                  |                  |                |
|---|------------------|------------------|------------------|----------------|
| Regional Planners, Transportation Planners I & II, Transit Planner and GIS Coordinator & Specialist | \$67,636         | \$79,132         | \$146,768        | 1,734.3        |
| Planning Intern/Planning Assistant  | \$5,267          | \$6,163          | \$11,430         | 263.4          |
| Administration Assistant & Policy Coordinator   | \$10,567         | \$12,363         | \$22,930         | 301.9          |
| Finance Director & Financial Manager  | \$16,306         | \$19,078         | \$35,384         | 326.1          |
| <b>Total</b>  | <b>\$250,943</b> | <b>\$293,601</b> | <b>\$544,543</b> | <b>5,318.2</b> |

| Unified Planning Work Program<br>Central Naugatuck Valley Region MPO<br>FY 2017 Staff Allocation Budget |                  |                  |                  |                |
|---|------------------|------------------|------------------|----------------|
| FY 2016   | Direct Labor     | Indirect         | Total            | Hours          |
| Executive Director  | \$17,271         | \$20,207         | \$37,477         | \$230          |
| Director of Planning/Assistant Director   | \$41,292         | \$48,311         | \$89,603         | \$688          |
| Senior/Principal Traffic Engineer   | \$39,448         | \$46,155         | \$85,603         | \$657          |
| Senior Transportation Planners, Senior Regional Planner & Supervising Transportation Planner            | \$49,958         | \$58,451         | \$108,408        | \$1,052        |
| Regional Planners, Transportation Planners I & II, Transit Planner and GIS Coordinator & Specialist     | \$64,411         | \$75,361         | \$139,772        | \$1,652        |
| Planning Intern/Planning Assistant  | \$5,134          | \$6,007          | \$11,141         | \$257          |
| Administration Assistant & Policy Coordinator   | \$10,291         | \$12,040         | \$22,331         | \$294          |
| Finance Director & Financial Manager  | \$15,778         | \$18,460         | \$34,238         | \$316          |
| <b>Total</b>  | <b>\$243,582</b> | <b>\$284,991</b> | <b>\$528,574</b> | <b>5,145.5</b> |



**FY 2016 Unified Planning Work Program  
Regional Transportation Program Schedule  
Central Naugatuck Valley Region MPO**

| Tasks | Activity                             | July         | August | Sept | Oct | Nov | Dec | Jan | Feb | March | April | May | June |
|-------|--------------------------------------|--------------|--------|------|-----|-----|-----|-----|-----|-------|-------|-----|------|
| 1.1   | Transportation Database              |              |        |      |     |     |     |     |     |       |       |     |      |
| 1.2   | Performance Monitoring               |              |        |      |     |     |     |     |     |       |       |     |      |
| 1.3   | Regional GIS Program                 |              |        |      |     |     |     |     |     |       |       |     |      |
| 1.4   | Census Data                          |              |        |      |     |     |     |     |     |       |       |     |      |
| 2A.1  | Transportation Plan                  |              |        |      |     |     |     |     |     |       |       |     |      |
| 2A.2  | Tech Assistance                      |              |        |      |     |     |     |     |     |       |       |     |      |
| 2A.3  | Trans Security                       |              |        |      |     |     |     |     |     |       |       |     |      |
| 2A.4  | Environmental Mitigation             |              |        |      |     |     |     |     | ▲   |       |       |     |      |
| 2A.5  | LOTICIP                              |              |        |      |     |     |     |     |     |       |       |     |      |
| 2A.6  | Freight Planning                     |              |        |      |     |     |     | ▲   |     |       |       |     | ▲    |
| 2B.1  | 10-Year Capital Plan                 |              |        |      |     |     |     |     |     |       |       |     |      |
| 2B.2  | Local Bus Tech Assistance            |              |        |      |     |     |     |     |     |       |       |     |      |
| 2B.3  | LOCHSTP                              |              |        |      |     |     |     |     |     |       |       |     |      |
| 2B.4  | Commuter Rail                        |              |        |      |     |     |     |     |     |       |       |     |      |
| 2B.5  | Sustainable Communities              |              |        |      |     |     | ▲   |     |     |       |       |     | ▲    |
| 2B.6  | WATS                                 |              |        |      |     |     |     | ▲   |     |       |       |     | ▲    |
| 2C.2  | Reg Bicycle Planning                 |              |        |      |     |     |     |     |     |       |       |     | ▲    |
| 2C.3  | NRG Economic Study                   |              |        |      |     |     |     |     |     | ▲     |       |     |      |
| 2C.4  | Reg Pedestrian Safety                |              |        |      |     |     |     |     |     | ▲     |       |     | ▲    |
| 2C.5  | Complete Streets                     |              |        |      |     |     |     |     |     | ▲     |       |     |      |
| 3.1   | UPWP                                 |              |        |      |     |     |     |     |     |       |       | ▲   |      |
| 3.2   | CTDOT Coordination                   |              |        |      |     |     |     |     |     |       |       |     |      |
| 3.3   | Administration                       |              |        |      |     |     |     |     |     |       |       |     |      |
| 3.4   | TIP/STIP                             |              |        |      |     |     |     |     |     |       |       |     |      |
| 3.5   | MPO                                  | ▲            | ▲      | ▲    | ▲   | ▲   | ▲   | ▲   | ▲   | ▲     | ▲     | ▲   | ▲    |
| 3.6   | TTAC                                 | ▲            | ▲      | ▲    | ▲   | ▲   | ▲   | ▲   | ▲   | ▲     | ▲     | ▲   | ▲    |
| 3.7   | Grant Applications                   | As necessary |        |      |     |     |     |     |     |       |       |     |      |
| 3.8   | Tech Capacity Building               | As necessary |        |      |     |     |     |     |     |       |       |     |      |
| 3.9   | STP: Urban Program                   |              |        |      |     |     |     |     |     |       |       |     |      |
| 3.10  | Highway Project Dev.                 |              |        |      |     |     |     |     |     |       |       |     |      |
| 3.11  | Transit Programming                  |              |        |      |     |     |     |     |     |       |       |     |      |
| 3.12  | Public Participation Prog.           |              |        |      |     |     |     |     |     |       |       |     |      |
| 4.4   | NRG Project                          |              |        | ▲    |     |     | ▲   |     |     | ▲     |       |     | ▲    |
| 4.5   | TIGER VI -- WATER                    |              |        |      |     |     |     |     |     |       |       |     |      |
| 4.8   | Tech Assistance--RPC                 |              |        |      |     |     |     |     |     |       |       |     |      |
|       | Continuous Planning                  |              |        |      |     |     |     |     |     |       |       |     |      |
|       | Project Planning                     |              |        |      |     |     |     |     |     |       |       |     |      |
|       | Meetings, Draft Report, Final Report |              |        | ▲    |     |     |     |     |     |       |       |     |      |

| FY 2017 Unified Planning Work Program<br>Regional Transportation Program Schedule<br>Central Naugatuck Valley Region MPO |                                      |              |        |      |     |     |     |     |     |       |       |     |      |
|--|--------------------------------------|--------------|--------|------|-----|-----|-----|-----|-----|-------|-------|-----|------|
| Tasks  | Activity                             | July         | August | Sept | Oct | Nov | Dec | Jan | Feb | March | April | May | June |
| 1.1  | Transportation Database              |              |        |      |     |     |     |     |     |       |       |     |      |
| 1.2  | Performance Monitoring               |              |        |      |     |     |     |     |     |       |       |     |      |
| 1.3  | Regional GIS Program                 |              |        |      |     |     |     |     |     |       |       |     |      |
| 1.4  | Census Data                          |              |        |      |     |     |     |     |     |       |       |     |      |
| 2A.1   | Transportation Plan                  |              |        |      |     |     |     |     |     |       |       |     |      |
| 2A.2   | Tech Assistance                      |              |        |      |     |     |     |     |     |       |       |     |      |
| 2A.3   | Trans Security                       |              |        |      |     |     |     |     |     |       |       |     |      |
| 2A.4   | Environmental Mitigation             |              |        |      |     |     |     |     | ▲   |       |       |     |      |
| 2A.5   | LOTICIP                              |              |        |      |     |     |     |     |     |       |       |     |      |
| 2A.6   | Freight Planning                     |              |        |      |     |     |     | ▲   |     |       |       |     | ▲    |
| 2B.1   | 10-Year Capital Plan                 |              |        |      |     |     |     |     |     |       |       |     |      |
| 2B.2   | Local Bus Tech Assistance            |              |        |      |     |     |     |     |     |       |       |     |      |
| 2B.3   | LOCHSTP                              |              |        |      |     |     |     |     |     |       |       |     |      |
| 2B.4   | Commuter Rail                        |              |        |      |     |     |     |     |     |       |       |     |      |
| 2B.5   | Sustainable Communities              |              |        |      |     |     | ▲   |     |     |       |       |     | ▲    |
| 2B.6   | WATS                                 |              |        |      |     |     |     | ▲   |     |       |       |     | ▲    |
| 2C.2   | Reg Bicycle Planning                 |              |        |      |     |     |     |     |     |       |       |     | ▲    |
| 2C.3   | NRG Economic Study                   |              |        |      |     |     |     |     |     |       |       |     |      |
| 2C.4   | Reg Pedestrian Safety                |              |        |      |     |     |     |     |     | ▲     |       |     | ▲    |
| 2C.5   | Complete Streets                     |              |        |      |     |     |     |     |     | ▲     |       |     |      |
| 3.1  | UPWP                                 |              |        |      |     |     |     |     |     |       |       | ▲   |      |
| 3.2  | CTDOT Coordination                   |              |        |      |     |     |     |     |     |       |       |     |      |
| 3.3  | Administration                       |              |        |      |     |     |     |     |     |       |       |     |      |
| 3.4  | TIP/STIP                             |              |        |      |     |     |     |     |     |       |       |     |      |
| 3.5  | MPO                                  | ▲            | ▲      | ▲    | ▲   | ▲   | ▲   | ▲   | ▲   | ▲     | ▲     | ▲   | ▲    |
| 3.6  | TTAC                                 | ▲            | ▲      | ▲    | ▲   | ▲   | ▲   | ▲   | ▲   | ▲     | ▲     | ▲   | ▲    |
| 3.7  | Grant Applications                   | As necessary |        |      |     |     |     |     |     |       |       |     |      |
| 3.8  | Tech Capacity Building               | As necessary |        |      |     |     |     |     |     |       |       |     |      |
| 3.9  | STP: Urban Program                   |              |        |      |     |     |     |     |     |       |       |     |      |
| 3.10   | Highway Project Dev.                 |              |        |      |     |     |     |     |     |       |       |     |      |
| 3.11   | Transit Programming                  |              |        |      |     |     |     |     |     |       |       |     |      |
| 3.12   | Public Participation Prog.           |              |        |      |     |     |     |     |     |       |       |     |      |
| 4.4  | NRG Project                          |              |        | ▲    |     |     | ▲   |     |     | ▲     |       |     | ▲    |
| 4.5  | TIGER VI -- WATER                    |              |        |      |     |     |     |     |     |       |       |     |      |
| 4.8  | Tech Assistance--RPC                 |              |        |      |     |     |     |     |     |       |       |     |      |
|  | Continuous Planning                  |              |        |      |     |     |     |     |     |       |       |     |      |
|  | Project Planning                     |              |        |      |     |     |     |     |     |       |       |     |      |
|  | Meetings, Draft Report, Final Report |              |        | ▲    |     |     |     |     |     |       |       |     |      |

## JOB CLASSIFICATIONS BY TITLE

### Executive Director:

Directs the operations of the Naugatuck Valley Council of Governments (NVCOG) and supervises the transportation and regional planning staff. The Executive Director formulates policies, manages daily operations of the NVCOG and plans and coordinates use of resources for sustainability. The Executive Director serves as the Co-Secretary of the Greater Bridgeport and Valley MPO and Director of the Central Naugatuck Valley Region MPO, assists in formulating policy board actions and implementing recommendations, and facilitates the ongoing interaction and relationships between the NVCOG and state, federal, non-profit and private sector partners. The Executive Director works with the New York-Connecticut Sustainable Communities Initiative Consortium in developing a regional plan for sustainability and with the Regional Plan Associations, CCM, and others to encourage more TODs in the state and region. Coordinates mega-regional planning efforts as a member of the Metropolitan Area Planning Forum with directors of the New York Metropolitan Transportation Council (NYMTC) and Northern New Jersey Transportation Planning Authority (NJTPA).

### Director of Planning/Assistant Director:

Responsible for the implementation of the NVCOG's regional, environmental and transportation planning, and support of its mission as the Metropolitan Planning Organization for the Greater Bridgeport and Valley portions of the Bridgeport-Stamford urbanized area and the Central Naugatuck Valley Region of the Waterbury urbanized area. The Director of Planning is responsible for coordinating and collaborating with other regional organizations and MPOs in Connecticut and state and federal agencies, including the Connecticut Department of Transportation, Department of Energy and Environmental Protection, Office of Policy and Management and Department of Emergency Services and Public Protection. The Director of Planning is also responsible for NVCOG's interactions with the Air Quality Conformity Interagency Consultation Committee and Connecticut Bicycle and Pedestrian Advisory Board. Works with the Executive Director in providing analysis and recommendations regarding key planning issues and coordinating all planning policies in order to create complementary and not contradictory policies. The Director of Planning coordinates with the FHWA and FTA on highway and transit capital programs and planning and leads the region's Transit-Oriented Development efforts. Works with and assists the Executive Director in coordinating mega-regional planning efforts as a member of the Metropolitan Area Planning Forum with directors of the New York Metropolitan Transportation Council (NYMTC) and Northern New Jersey Transportation Planning Authority (NJTPA).

### Senior/Principal Traffic Engineer:

Under general direction of Executive Director and Director of Planning, manages all technical aspects of roadway, street, highway, and interstate design, modeling, and improvement. Provides transportation and traffic engineering technical assistance to the municipalities of the Naugatuck Valley Council of

Governments, assesses traffic and highway operations on key corridors and intersections, develops highway capital improvement project concepts, develops preliminary engineering and design activities for project scoping and development, conducts and manages traffic engineering corridor and intersection studies, and responsible for NVCOG's travel demand forecasting and traffic simulation modelling activities. Administers the state-funded LOTCIP for NVCOG and assists in developing project scopes and preparing concept drawings. Responsible for project selection, scheduling, cost control and contract administration and consults with towns regarding LOTCIP, STP, TAP and CMAQ projects.

### Transportation Engineer:

Under general direction of Executive Director, Director of Planning, and Senior/Principle Traffic Engineer, provides transportation and traffic engineering technical assistance to the municipalities of the Naugatuck Valley Council of Governments, assesses traffic and highway operations on key corridors and intersections, develops highway capital improvement project concepts, develops preliminary engineering and design activities for project scoping and development, conducts and manages traffic engineering corridor and intersection studies, and works on the NVCOG's travel demand forecasting and traffic simulation modelling activities. Assists in administering the state-funded LOTCIP for NVCOG and developing project scopes and preparing concept drawings. Responsible for project selection, scheduling, cost control and contract administration, and consults with towns regarding LOTCIP, STP, TAP and CMAQ projects. Manages all technical aspects of roadway, street, highway, and interstate design, modeling, and improvement.

### Senior Transportation Planner:

Supervises the regional transportation planning staff in the conduct of the regional transportation planning process and helps the Director of Planning in coordinating the development of the short-range Transportation Improvement Program (TIP), the Long Range Regional Transportation Plan, the Unified Planning Work Program and oversees the modifications to the TIP, either through the Administrative Action process or Amendments. The Senior Transportation Planner assists the Director of Planning in special projects, program coordination and the development and analysis of their respective policy impacts upon the agency. The Senior Transportation Planner establishes and conducts the meeting schedule, agendas and business of the Transportation Technical Advisory Committee (TTAC) and supervises special projects recommended and approved by the TTAC.

### Senior Planner:

Works under the general supervision of the Director of Planning and the Senior Transportation Planner, determines the methods for conducting technical studies, and prepares technical studies and writes reports. Serves as project manager on selected plans and studies; coordinates and oversees development of the UPWP and tasks assigned to staff. Provides technical assistance on transportation matters to municipalities.

May supervise others assigned to assist in work for which responsibility has been delegated.

### Supervising Transportation Planner:

Supervises the regional transportation planning staff in the conduct of the regional transportation planning process and assists the Director of Planning in coordinating the development of the short-range Transportation Improvement Program (TIP), the Long Range Regional Transportation Plan, the Unified Planning Work Program and oversees the modifications to the TIP, either through the Administrative Action process or Amendments. The Senior Transportation Planner assists the Director of Planning in special projects, program coordination and the development and analysis of their respective policy impacts upon the agency. The Supervising Transportation Planner establishes and conducts the meeting schedule, agendas and business of the Transportation Technical Advisory Committee (TTAC) and supervises special projects recommended and approved by the TTAC.

### Transportation Planner II:

Assist the Senior Transportation Planner and Supervising Transportation Planner in the conduct of various transportation planning studies and tasks as outlined and contained in the Unified Planning Work Program. The Transportation Planner II works under the direction and supervision of the Senior Transportation Planner and Director of Planning, as appropriate and necessary.

### Transportation Planner I:

Assist the Senior Transportation Planner and Supervising Transportation Planner in the conduct of various transportation planning studies and tasks as outlined and contained in the Unified Planning Work Program. The Transportation Planner I works under the direction and supervision of the Senior Transportation Planner and Director of Planning, as appropriate and necessary.

### Transit Planner:

Supervises the development, coordination and implementation of regional transit priorities and leads the NVCOG's long-range and short-term transit planning efforts in order to enhance the transit systems in the Naugatuck Valley planning region to better link land use, housing, employment and new bus rapid transit and rail opportunities. The Transit Planner works with the Director of Planning, Senior Transportation Planner and Supervising Transportation Planner in working with the GBVMPO, CNVR MPO, CCMPO, CTDOT, CT Transit, VTD and the municipalities to identify funding sources and strategies to implement plan recommendations and coordinates planning efforts with the VTD, GBT and CT Transit related to special transportation needs, including jobs access, elderly and handicapped transportation grant programs (LOCHSTP and Municipal Grant Program).

### Environmental Planner:

Under general supervision of the Executive Director, provides expertise in environmental planning, research, and policy analysis for the Regional Brownfield Partnership in the areas of brownfields assessment, cleanup and redevelopment related to transportation oriented development, smart growth, in fill development, community outreach, green remediation, regulatory liaison outreach, project development and funding.

### Regional Planner:

Works directly under the Director of Planning and is primarily responsible for implementing all aspects of the regional land use planning program and coordinates the linkages with the transportation planning activities and provides analysis and recommendations regarding key planning issues. The Regional Planner is also the Staff Director of the Regional Planning Commission and primary regional contact with all municipal planning departments. The Regional Planner conducts research in support of and drafts updates to municipal and regional plans of conservation and development and coordinates with the state Office of Policy & Management (OPM).

### Regional Planner – Environment:

Works directly under the Director of Planning and supports lead planning staff in a wide range of regional environmental activities and planning studies, such as natural hazard mitigation, Brownfields reclamation, trails and greenways development, conservation and watershed management, sustainability planning, and climate resiliency planning. Provides support planning for assessing environmental mitigation efforts related to the long range transportation plan, transportation improvement program, and projects, including air quality conformity; and assesses the environmental impacts of STP funded projects. Duties include but are not limited to assisting in the creation and maintenance of databases for the NVCOG's geographic information systems, organizing project bids, scheduling meetings & conferences, drafting articles, reports, and correspondence, and creating presentations. Works with the operation and implementation of the region's Brownfields Partnership.

### GIS Program Coordinator:

Creates and maintains GIS databases and maps related to NVCOG's planning work and programs; assists planning staff in their work as it relates to GIS and data gathering and analysis; prepares maps and other graphics for NVCOG documents and presentations; provides GIS technical assistance to member municipalities, prepares data documentation (metadata) for GIS files.

Works under the general supervision of the Executive Director and supervises other GIS staff.

### Regional Planner - GIS Specialist:

Creates and maintains GIS databases and maps related to NVCOG's planning work and programs; assists planning staff in their work as it relates to GIS and data gathering and analysis; prepares maps and other graphics for NVCOG documents and presentations; provides GIS technical assistance to member municipalities, prepares data documentation (metadata) for GIS files; performs quantitative analysis of regional planning data; prepares reports on planning analyses and studies; makes oral presentations of study results.

### Finance Director:

Works under the general supervision of the Executive Director and maintains general ledger, journals and all other fiscal records and reports, including all NVCOG checking and savings accounts, in accordance with federal and state accounting and auditing standards. The Financial Officer prepares project financial reports, requests contract reimbursements, prepares quarterly financial reports (FICA, FWT and unemployment), prepares monthly balance sheets, analysis of staff timesheets and financial reports, and makes out all checks including payroll. The Financial Officer processes invoices received from consulting firms under NVCOG contract.

### Financial Manager:

Maintains general ledger, journals and all other fiscal records and reports in accordance with federal and state bookkeeping and auditing standards. Prepares project financial reports; contract reimbursements; quarterly FICA, FWT and unemployment reports; monthly balance sheets; monthly analysis of staff timesheets; makes out all checks including payroll. Maintains Council checking and savings accounts. Makes all deposits, withdrawals, and fund transfers. Orders office supplies. Maintains an inventory of office equipment and furniture. Uses personal computer for fiscal applications. Assists with general clerical functions as needed.

Works under the general supervision of the Finance Director. Supervises clerical staff and others as assigned.

### Administrative Assistant:

Works under the general supervision and direction of the Executive Director and works in cooperation with the Finance Director and all transportation and regional planning staff. The Administrative Assistant assists planning staff in preparing and disseminating correspondences, notices and other documents, and, as directed, arranging meetings and maintaining the NVCOG calendar. The Administrative Assistant conducts technical work for the planning staff, as needed.

### Policy Coordinator:

Works under the general supervision and direction of the Executive Director and in cooperation with all transportation and regional planning staff. The Policy Coordinator assists the Executive Director in preparing and disseminating analyses of state and federal policies and program requirements, and, as directed, arranges and organizes program and policy level meetings. Works in concert with the Director of Planning, Finance Director and administrative staff to research, draft, review, interpret, and oversee the implementation of organizational policy. The Policy Coordinator conducts technical work for planning and administrative staff, as needed.

### Planning Intern/Planning Assistant:

Is a durational position that carries out specific planning and program tasks under the direction and supervision of the Director of Planning, Senior Transportation Planner or a designated staff member and assists the transportation and regional planning staff in the conduct of a wide variety of planning tasks, including the preparation of planning documents, data collection and analysis, and GIS support and maintenance.



**Naugatuck Valley Council of Governments  
FY 2016 and 2017  
Planning Staff  
Maximum Hourly Rates**

| <b>Title</b>                            | <b>Max Rate</b> |
|---|-----------------|
| Executive Director                      | \$75.00         |
| Director of Planning/Assistant Director | \$60.00         |
| Senior/Principal Traffic Engineer       | \$60.00         |
| Transportation Engineer                 | \$50.00         |
| Senior Transportation Planner           | \$50.00         |
| Senior Planner                          | \$45.00         |
| Supervising Transportation Planner      | \$45.00         |
| Transportation Planner II               | \$35.00         |
| Transportation Planner I                | \$30.00         |
| Transit Planner                         | \$40.00         |
| Environmental Planner                   | \$75.00         |
| Regional Planner                        | \$45.00         |
| Regional Planner – GIS Specialist       | \$45.00         |
| Regional Planner – Environment          | \$35.00         |
| GIS Program Coordinator                 | \$40.00         |
| Finance Director                        | \$50.00         |
| Administrative Assistant                | \$35.00         |
| Policy Coordinator                      | \$35.00         |
| Planning Intern/Planning Assistant      | \$20.00         |