

TOWN OF CROMWELL
TOWN COUNCIL SPECIAL MEETING
ORGANIZATIONAL MEETING
TUESDAY, NOVEMBER 12, 2019
6:00 P.M. TOWN HALL COUNCIL CHAMBERS

AMENDED AGENDA

RECEIVED FOR RECORD
Nov 08, 2019 11:48A
JOAN AHLQUIST
TOWN CLERK
CROMWELL, CT

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF AGENDA

D. ORGANIZATION

1. Appoint a Secretary to the Town Council.
2. Appoint a Deputy Mayor.
3. Set meeting dates and times for Regular Meetings for 2020.

E. MAYOR'S COMMENTS

F. TOWN MANAGER'S COMMENTS

G. FINANCIAL

1. Discussion and action to increase the appropriation by \$421,202 for the Coles Road Reconstruction project, to be fully funded by the Local Transportation Capital Improvement Program. (as approved by the Board of Finance)

H. RESIGNATION

1. John Henahan, Board of Finance, 11/15-11/21
2. Paul Sousa, Board of Education, 11/17-11/21

I. APPOINTMENTS

1. Mayor's appointments of Town Council Members as liaisons to the following Boards and Commissions:

Board of Education
Board of Finance
Committee to Support People
Conservation Commission
Cromwell Fire District
Cromwell Historical Society
Economic Development Commission
Senior Services Commission
Inland Wetlands & Watercourses

Land Acquisition Committee

- a.
- b.
- c.

Library Commission

LBGTQ Committee

Planning & Zoning

Redevelopment Agency

Water Pollution Control Authority

Zoning Board of Appeals

Park & Recreation Commission

Youth Services Advisory Board

2. John Ireland, Board of Finance, 11/19-11/21 (Fill remainder of J. Henehan's term)

3. John Flanders, 11-19- 11/21 (Fill remainder of P. Sousa's term)


J. ADJOURNMENT

Rules for Citizen Comments

1. Each speaker will have a total of 3 minutes to speak on the issues of their choice;
2. The Mayor shall recognize only one speaker at a time;
3. The purpose of the Citizen Comment period is to give the residents of Cromwell, or others, the opportunity to make comments regarding matters of public concern, town policies or actions of the town, and to ask questions of the Council of Town Staff. All questions and comments will be taken under advisement and questions raised may be answered this evening or addressed at a later date. There will be no open debate with the Council members during the public comment period and all questions and comments shall be directed to the Mayor;
4. The Mayor shall have the right to discontinue recognition of any speaker whom the Mayor believes is not using proper decorum for a public meeting; is verbally abusive of a member, or members of the Council, Town staff, or the public; becomes belligerent; or uses profanity.

**Engineering Department
Town of Cromwell
Cromwell, CT**

Memorandum

To: Anthony Salvatore –Town Manager
cc: Marianne Sylvester – Finance Director
From: Jon Harriman 
Date: 10/18/2019
Re: Reconstruction of Coles Road project financing

In 2016 the Lower CT River Valley COG put out a solicitation for transportation related infrastructure improvement projects to be funded under the new Local Transportation Capital Improvement Program (LOTICIP) grant. The solicitation sought projects with a total project cost of \$2M. This office put together an application, conceptual design and cost estimate for the reconstruction of Coles Road between Route 99 (Shunpike Road) and the Route 9 underpass. The project calls for widening of the roadway, new drainage and the installation of a sidewalk from Shunpike Road to Sydney Lane. The grant requires that the Town incur the costs of design, while ROW acquisition and construction costs are paid for 100% by the grant.

The initial total allocation for this project was \$2,294,876, which designated \$2,069,875 to construction costs based on the preliminary design cost estimate. That initial estimate has increased over time due to the following reasons:

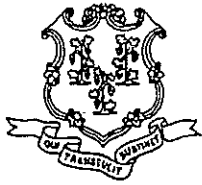
The LOTICIP program requires that the Town hold public information meetings and reach out to effected property owners for public input. As a result of feedback from this public outreach, and with the endorsement of the COG we were able to incorporate intersection improvements at Ryan Court and Twin Oaks to improve safety concerns at those locations. During the ROW phase of the project two property negotiations incurred significant increased expenses not anticipated during project conceptualization including the construction of a retaining wall on one property and the construction of a riprap revetment along the frontage of another. Finally, the lowest bid received was ten percent higher than the engineer's estimate which is based on weighted average unit prices provided by the DOT.

As a result, the actual project allocation I request for construction is \$2,491,076.40. This breaks down into the following:

Low bid contract amount	\$2,075,897.00
Contingencies (10%)	\$207,589.70
Incidentals to Construction (10%)	\$207,589.70
Total Construction Allocation	\$2,491,076.40

The incidentals fund construction inspection and materials testing, while the contingency is to address unforeseen conditions or changes to the project.

Attached to this document is an Authorization to Award letter indicating that the CTDOT will be sending the Town of Cromwell a check for \$2,491,076.40 for the construction of this project. I ask that the Town's project allocation be increased to match the amount of the grant payment to move the project forward.



STATE OF CONNECTICUT

DEPARTMENT OF TRANSPORTATION

2800 BERLIN TURNPIKE, P.O. BOX 317546
NEWINGTON, CONNECTICUT 06131-7546



October 15, 2019

Mr. Anthony J. Salvatore
Town Manager
Town of Cromwell
Town Hall, 1st Floor
41 West Street
Cromwell, Connecticut 06416

Dear Mr. Salvatore:

Subject: **Authorization to Award**
State Project No. L033-0001
Coles Road Reconstruction
Town of Cromwell
Local Transportation Capital Improvement Program (LOTICIP)

The Department of Transportation (Department) has received and reviewed the bid results, recommendation of award, and supporting documentation forwarded by the Town of Cromwell (Municipality) through the Lower Connecticut River Valley Council of Governments (COG) for the subject project.

This correspondence will serve to notify you that the Department takes no exception to the award of the contract for this project to the lowest responsible bidder, Baltazar Contractors, Inc. of Ludlow, Massachusetts.

Please be reminded that this contract is subject to State set-aside and contract compliance requirements which were enacted under Public Act 15-5 and became effective October 1, 2015. The Connecticut Commission on Human Rights and Opportunities (CHRO) is responsible for administering these requirements. **The Municipality must comply with these requirements, as applicable, relative to the award of the contract.** Further information can be found on the CHRO web page at www.ct.gov/chro. Questions regarding the requirements are to be directed to CHRO at (860) 541-3400.

This authorization is subject to general conditions including, but not limited to, the following:

1. The Municipality is responsible for all construction activities for the project. The LOTICIP project is to be administered by the Municipality in accordance with the *Local Transportation Capital Improvement Program Guidelines*, dated March 2019 (as may be revised), as applicable. The guidelines are available on the Department's web page at www.ct.gov/dot/lotcip.
2. The Municipality is responsible for providing construction inspection and materials testing services, as well as design services during construction for the project, as may be required.
3. Upon completion and acceptance of the LOTICIP project, the Municipality must forward to the Department, through the COG, a Final Package Submission with the required documentation, as defined in the LOTICIP guidelines.

4. The Municipality shall comply with the terms and conditions set forth in the previously accepted Commitment to Fund letter and executed Project Authorization Letter (PAL) for the subject project.

Please be informed that a supplemental PAL will be required for this project, as the amount of the grant payment defined below exceeds the amount specified in the original executed PAL. The supplemental PAL has been drafted and will be forwarded to the Municipality for signature shortly. Receipt of the executed supplemental PAL by the Department from the Municipality will prompt the grant payment to be made to the Municipality, typically within 5-7 business days. In accordance with the LOTCIP guidelines, the total amount of the grant payment will be based on the following:

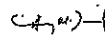
Contract items (accepted low bid):	\$ 2,075,897.00
Contingencies (10%):	\$ 207,589.70
<u>Incidentals to Construction (10%):</u>	<u>\$ 207,589.70</u>
Total Grant Payment:	\$ 2,491,076.40

This grant payment is to be considered capped such that any cost overruns during construction will be the responsibility of the Municipality unless otherwise revised, in accordance with the LOTCIP guidelines.

Please be reminded that the Municipality must fully document all project expenditures made against the grant such that they can be verified as being directly attributable to the LOTCIP project/grant. Accurate documentation of expenditures is necessary, as quarterly reporting by the COG and yearly reporting by the Municipality of project expenditures made against the grant will be required throughout the duration of the project. This information will also facilitate the municipal State Single Audit(s) and the project/grant closeout performed by the Department upon project completion. Failure to properly document all grant expenditures may result in grant funds having to be returned to the State.

If you have any questions, please contact the Project Manager, Mr. William Grant at (860) 594-3229 or by e-mail at William.E.Grant@ct.gov.

Very truly yours,

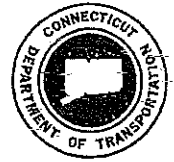
 Gregory M.
Dorosh, P.E.
2019.10.16
15:54:59-04'00'

Gregory M. Dorosh, P.E.
Division Chief of Highway Design
Bureau of Engineering and Construction

cc: Mr. Jon Harriman, P.E., Town Engineer, Town of Cromwell
Mr. Samuel Gold, Executive Director, Lower Connecticut River Valley Council of Governments



STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION



2800 BERLIN TURNPIKE, P.O. BOX 317546
NEWINGTON, CONNECTICUT 06131-7546

Phone:

(860) 594-3189

October 26, 2016

Mr. Anthony J. Salvatore
Town Manager
Town of Cromwell
Town Hall, 1st Floor
41 West Street
Cromwell, Connecticut 06416

Dear Mr. Salvatore:

Subject: Local Transportation Capital Improvement Program (LOTICIP)
Commitment to Fund
Roadway Reconstruction
Project No. L033-0001
Coles Road
Town of Cromwell

The Department of Transportation (Department) has received the revised LOTICIP application prepared by the Town of Cromwell (Municipality) and submitted through the Lower Connecticut River Valley Council of Governments (COG) relative to the subject project. The Department has reviewed the application materials along with the revised cost estimate provided by the Municipality and subsequently endorsed by the COG.

The LOTICIP application for this project has been approved. The Department hereby commits to fund eligible project costs as follows:

Contract items:	\$ 1,724,896.14
Contingencies:	\$ 172,489.61
<u>Incidentals to Construction:</u>	<u>\$ 172,489.61</u>
Total Funding Commitment:	\$ 2,069,875.36

This Commitment to Fund is subject to general conditions including, but not limited to the following:

1. The project is to be administered by the Municipality in accordance with the *Local Transportation Capital Improvement Program Guidelines* dated March 2016, as may be revised. The guidelines are available on the Department's LOTICIP web page at www.ct.gov/dot/lotcip.

2. The project costs identified in this Commitment to Fund are based on estimates provided by the Municipality and are endorsed by the COG. These costs are to be considered capped until adjustment based on low bid or otherwise revised, in accordance with the LOTCIP guidelines.
3. Any scope revisions and/or twenty percent (20%) changes in cost identified during the design phase must be approved by the COG and the Department, as specified in the LOTCIP guidelines.
4. Upon completion of project design activities, the Municipality must forward to the Department, through the COG, a Final Design Submission along with supporting documentation and certifications, as defined in the LOTCIP guidelines.
5. The Municipality must execute and deliver a Project Authorization Letter (PAL) issued pursuant to the Master Municipal Agreement for Construction Projects and comply with its terms. The PAL will be forwarded to the Municipality for execution subsequent to the receipt of the Final Design Submission package by the Department.

This commitment is further subject to the following project-specific conditions:

1. This project may require environmental permits. In accordance with the LOTCIP guidelines, the Municipality is responsible for the acquisition of all environmental permits that may be required for this project.
2. This project may require utility relocations. Coordination with utility companies who have facilities in the project area, as well as with any utilities that currently do not have facilities present but may have plans to expand service to the area, should begin early in the design process.
3. This project will require that work be performed within State-owned right of way in the vicinity of Shunpike Road (Route 3). As such, an encroachment permit will be required. It is imperative that the design of the improvements proposed under this project be coordinated with the Department during the design phase to ensure conformance with applicable requirements relative to proposed work within State-owned right of way or otherwise affecting State-owned facilities. All matters relative to the encroachment permit process for this project are to be coordinated through the following Department contact:

Mr. John S. DeCastro
Transportation Maintenance Manager
(860) 594-2614
John.Decastro@ct.gov

Please be informed that in accordance with the LOTCIP guidelines, the Department will initiate an Environmental Screening Review for this project to assist the Municipality in identifying items relative to natural resources, historic/archaeological resources, etc. that may need to be investigated or addressed during the design phase. The Environmental Screening Review is expected to be completed within approximately thirty (30) days. The results will be forwarded to the Municipality and the COG when received.

Mr. Anthony J. Salvatore

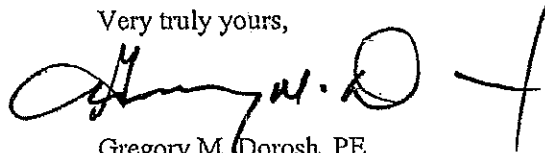
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October 26, 2016

If the Municipality accepts this Commitment to Fund, please sign below and return a copy of this letter to this office within thirty (30) days. Transmission via e-mail is acceptable.

Should you have any questions, please contact Mr. William Grant at (860) 594-3229 or by e-mail at William.E.Grant@ct.gov.

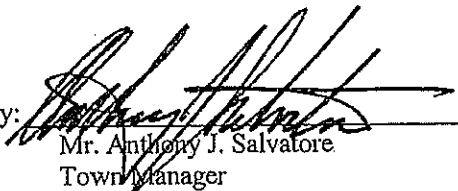
Very truly yours,



Gregory M. Dorosh, PE
Manager of Highway Design
Bureau of Engineering and Construction

cc: Mr. Jon Harriman, P.E., Town Engineer, Town of Cromwell
Mr. Samuel Gold, Executive Director, Lower Connecticut River Valley Council of Governments

Accepted by:



Mr. Anthony J. Salvatore
Town Manager

Date:

11/4/16