

Salisbury Pathways Committee

Eighty-Eighth Meeting

Date and Time: Monday, April 8, 2024, at 5:30 p.m.

Location: **Hybrid meeting:**

Present: Chris Williams, Gerry Stanton, Pat Hackett, Kathy Trahan, Natalia Smirnova.

Minutes:

Call to order – 5:31 p.m.

1. Approval of the minutes from the March 25, 2024, meeting.

Minutes approved unanimously.

2. TRIP application: letter to abutters, grant update.
 - Curtis got the DOT certification letter. (Attached)
 - White Hart – conversation with John, General Manager, and Gerry and Pat. Gerry and Pat communicated the current plan for Rt 41 North and our willingness to work together. However, the current approved grant stands for the sidewalk on the Ambulance side of Rt. 41 going North with a crossing before the Cemetery.
 - Letter to Abutters on Rt 44 – “Connector” section – Kathy and Gerry presented the draft. Some edits were made. The final draft is attached. Chris will show Curtis and obtain the names and addresses of Abutters.
3. DEEP Recreational Trails Grant application: update.

Our application was accepted by DOT. The award decision is expected in May.
4. Citizens comments – no citizens present.
5. New Business – no new business.

The meeting was adjourned at 6:05 p.m.

Minutes respectfully submitted by Natalia V. Smirnova, Secretary, on April 14, 2024.



STATE OF CONNECTICUT

DEPARTMENT OF TRANSPORTATION



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

April 4, 2024

Mr. Curtis Rand
First Selectman
27 Main Street, PO Box 548,
Salisbury, CT, 06068.
crand@salisburyct.us

Dear First Selectman Rand,

Subject: Commitment to Fund Letter

Transportation Rural Improvement Program Grant for Construction of Sidewalk on Main Street
(U.S. 44) Phase I and Undermountain Rd. (CT 41) – Phase II
State Project No. 0170-3717GR
TRIP Grant Number: T122-0101
Town of Salisbury

The Department of Transportation Project Planning Unit has selected the Grant application submitted by the Town of Salisbury to receive funding under the Transportation Rural Improvement Grant Program (TRIP) for the Construction of Sidewalk on Main Street (U.S. 44) Phase I and Undermountain Rd. (CT 41) – Phase II

The Department hereby commits to fund eligible construction project costs up to the accepted grant amount of \$1,145,525.00, based on the estimated costs provided by the Municipality.

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

1. All correspondence for the administration of Transportation Rural Improvement Program Grants should be electronic (via e-mail or other means). A Project Manager will be assigned for each grant and will serve as the point of contact for the Department. All correspondence for the specified grant should be directed to the Project Manager. The Municipality shall designate a primary point of contact who will oversee the project design and to coordinate with the Department's Project Manager.
2. This grant shall only be used to fund eligible construction costs.
3. The project is to be administered by the Municipality in accordance with the TRIP Project Administration Guide, as may be revised. The guidelines are available at the following website: [CTDOT TRIP](#)
4. The Municipality shall provide the Department with quarterly project status updates throughout the project development process and through construction. A Project Status form can be found at the following website: [CTDOT TRIP](#)
5. The project costs identified in this Commitment to Fund are based on the requested amount from the TRIP application. It is understood that the Department has capped TRIP participation in this project at the application estimate (as shown in this Commitment to Fund), and that any additional project costs shall be the responsibility of the Municipality.
6. Should the Municipality elect to use municipal forces to perform the construction, a request should be made to the Department with the final design submission.
7. Any project scope revisions must be reviewed and approved by the Department.

8. Upon completion of project design activities, and prior to advertising the project for construction bids, the Municipality must forward a Final Design Submission to the CTDOT Project Manager which includes the following:
 - a. Complete set of final project plans
 - b. Specifications
 - c. Contract documents
 - d. Final Construction Cost Estimate
 - e. Final Design Submission Documentation Form (template attached)
 - f. Completed General Municipal Certification for Design Activities Form (template attached)
 - g. Letter from the Department's District Maintenance Special Service Section indicating the plans are acceptable for issuance of and Encroachment Permit (if required).

A digital submission via e-mail is preferred.

9. 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 within a period of 1095 calendar days (3 years) from the execution date of this Commitment to Fund letter. The PAL will be forwarded to the Municipality for execution **following the acceptance of the Final Design Submission package** by the Department. The Municipality shall provide written notification to the Department of any issues that may affect the schedule. If the time of completion will not be met, the Municipality must request an extension from the Department, in writing, citing the reason and the revised anticipated completion date.

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

1. This project may require environmental permits. In accordance with the TRIP guidelines, the municipality will be responsible for the acquisition of all environmental permits that may be required. Any project that involves work within waters or wetlands may require State and/or Federal environmental permits. Therefore, the Municipality and/or their consultant should contact the Connecticut Department of Energy and Environmental Protection (DEEP) Land & Water Resources Division at (860)424-3019, early in the design process to discuss permitting requirements, and to identify specific concerns and/or design considerations. Failure to establish early communication with DEEP may result in time delays in the permitting process, due to the need for design changes and/or denial of permit applications. More information can be found on DEEP's Environmental Permitting Process website: https://www.ct.gov/deep/cwp/view.asp?a=2709&q=324232&deepNav_GID=1643
2. This project may require utility relocations. Coordination with utility companies who have facilities within the project area should begin early in the design process. Utility relocations are not eligible for TRIP funds.
3. If the project requires rights-of-way acquisitions (easement or full/partial taking), the process should begin early in the project design phase. This will allow for sufficient time to acquire the necessary rights/properties by the advertising date. The Municipality is responsible for performing all rights-of-way acquisition activities for the project. The municipality will be required to certify that all right of way activities associated with the project have been completed as evidenced by submission of documentation required by the Department's Engineering Directive for "State Funded Municipal Projects Requirements for Rights of Way Acquisitions". A copy of this directive can be found at: [CTDOT TRIP](#)
4. This project will require work to be performed within the State-owned right-of-way. Any work within or affecting state right-of-way will require an encroachment permit. It is imperative that the design of the improvements proposed under this project be coordinated with the Department during the design and construction phase. Therefore, it is requested that the municipality contact the Department's District

Special Services Office listed below early in the design process to review and coordinate the proposed improvements. More information on the encroachment permit process and be found at: [Encroachment Permit \(ct.gov\)](#)

DISTRICT 4 MAINTENANCE

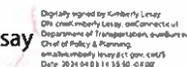
Aron Steeves, Special Services Section Manager
Bureau of Highway Operations and Maintenance
359 South Main Street
Thomaston 06787
Tel: (203) 591-3610
Permit Office - Tel: (203) 591-3627 or email to Ronald.Ferris@ct.gov

Please be informed that, in accordance with the TRIP Project Administration Guide, the Department will initiate an Environmental Screening for this project to assist the Municipality in identifying items that may need to be investigated or addressed by the Municipality during the design phase. The results will be forwarded to the Municipality, upon completion.

If the Municipality accepts this Commitment to Fund, the Municipal Chief Administrative Officer must **sign below and return a copy of this letter to this office within Thirty (30) days**. Transmission via e-mail is preferred.

If you have any questions, please contact the Project Manager, William Champagne, at (860) 594-2149 or William.Champagne@ct.gov.

Very truly yours,

Kimberly Lesay 

Kimberly Lesay
Bureau Chief
Policy and Planning

Concurred By  Date 4/4/2024
Print Name: Curtis Rand First Selectman

- Cc: David Battista - dbattista@haleyward.com
- Robert A. Phillips - RPhillips@northwesthillscog.org
- Kasey Faraci (NHCOC) kfaraci@northwesthillscog.org

In January of this year, Governor Lamont announced that the Town of Salisbury had been awarded one of ten TRIP Grants from the Connecticut Department of Transportation (DOT). These grants, provided through the Transportation Rural Improvement Program (TRIP), are designed to support rural municipalities throughout the state. In its 2023 application, the Town of Salisbury requested funds earmarked for the construction of various pathways leading to downtown Salisbury. A priority of the Pathways Committee is the completion of the sidewalk connecting the existing sidewalk from the Scoville Library to the Vincent Preserve along route 41/44 with the sidewalk from Lincoln City Road to Brook Street completed last fall.

The Salisbury Pathways Committee is sending this letter to inform you that, once the necessary permits and final engineering and design documents are received, work will begin on this connecting section. Since 2017, the Committee has worked diligently with community members, CT State DOT, Town Selectmen, and the engineering firm of Lenard Engineering, now a division of Haley Ward, to fulfill all grant requirements for feasibility and design. All of the proposed improvements will be constructed within the state-owned or town-owned right-of-way; therefore, the acquisition of private property will not be required. Temporary rights to grade or reconstruct driveways to meet ADA standards may be required and will be coordinated with property owners during the project's final design phase.

As Governor Lamont shared in his announcement of this grant:

“Small towns across Connecticut support families and play a vital role in growing the agriculture, tourism, and manufacturing sectors. We’re providing state grants to help ensure these smaller communities remain safe and connected for future generations.”

Preliminary design plans for your viewing can be downloaded from the town's website:

www.salisburyct.us/wp-content/uploads/2023/05/Salisbury-Pathways-Minutes-for-May-8-2023-with-attachments.pdf

Persons with limited internet access may request project information be mailed.

Thank you.

Salisbury Pathway Committee Members

Pat Hackett, Natalia Smirnova, Gerald Stanton, Kathy Trahan, and Christian Williams

Comments, recommendations, and questions can be sent to the following:

Town Hall,
P.O. Box 548
27 Main Street
Salisbury, CT 06068
email: townhall@salisburyct.us