

Salisbury Pathways Committee

One Hundred and Tenth Meeting

Date and Time: Monday, March 9, 2026, at 5:30 p.m.

Location: **Hybrid:** in-person in Town Hall, 1st floor, Fox Room, and on Zoom (link below).

Present: Natalia Smirnova, Pat Hackett, Kitty Kiefer (virtually), Gerry Stanton, Rob Colabella, David Battista

Minutes:

Call to order: 5:30 p.m.

1. Approval of the minutes for the meeting on February 13, 2026.
Approved unanimously.

2. **TRIP grant** –progress report:

- Sarum Village – design update and written approval – Pat
No written document is obtained from Sarum Village. Pat is to continue communicating with them and get the document.

- Any engineering project updates – Robert Colabella

Rob presented the updated design plans (See Plans at: <https://www.salisburyct.us/salisbury-pathways-committee-2/>).

Undermountain Road – DOT approve with 6 comments, which Rob attended to and is ready to send to DOT. (See Plans at: <https://www.salisburyct.us/salisbury-pathways-committee-2/>)

✓ Main Street – “Commitment to Fund” is sent by Curtis Rand (attached).

✓ Need – Encroachment Permits: Curtis must obtain from each property owner: (1) Demmert and Brown Family Trust and (2) Salisbury Association.

✓ Property: John Ezrow – waiting for DOT to assess the pipe.

- Matt Kieffer will need to do the final ROW maps.
- After all these nuances are done, we can go to public bid.
- Wetlands Commission – the next meeting is March 23, so the application to get on the agenda is due March 18, 2026. Rob said that he can do it.
- Kitty is to help to obtain the fee waiver for the Wetlands’ application.

3. **Connectivity Grant:**

“Safety and Connectivity: Sharon Road Sidewalk from The Hotchkiss School to Lakeville” - any updates- Kathy, Kitty, Natalia.

- Natalia and Kitty connected with Lisa Brown to form a diplomatic group to help with moving things along. Next meeting of this group is on March 27 to discuss the progress on the contract work between the Town and The Hotchkiss School.

4. **DEEP grant** – any updates – Kathy was not present to present the updates.

5. **Funding opportunities for the “Triangle with Horns”** – Kitty - nothing came up yet.

6. Citizens Comments – no citizens present

7. New Business – no new business.

The meeting was adjourned at 6:12 p.m.

Minutes respectfully submitted by Natalia V. Smirnova, Secretary, on March 15, 2026.

MEMO

To: CT DOT District 4 – Aron Steeves, Ron Ferris, Gina Greenalch, Kyle Case

From: Haley Ward, Inc. – Robert Colabella, P.E. - Senior Project Manager

Re: **Town of Salisbury Phase II Undermountain Road Sidewalk**

Date: January 29, 2026

1. What type of connection is proposed at the drainage extension located at approximately Station 20+25 on Drawing No. 05. Also, please call out pipe material and size for existing drainage and what proposed pipe material is to be for drainage extension.

Response: The existing eighteen inch corrugated metal pipe shall be extended using an eighteen-inch corrugated metal pipe "soil tight" coupler and a flared metal end. (See sheet 05, 10, 14, and 15).

2. The fence in the vicinity of Station 3+00 to 4+00 should be relocated outside of the state highway right of way.

Response: The existing split rail fence at this location shall be removed during construction and relocated beyond the State's R.O.W. and is included in the construction contract. (See sheet 02)

3. Indicate the sidewalk ramp type that will be constructed when approaching the driveways.

Response: Callouts indicating each ramp type when approaching driveways and a detail sheet have been included in the project plan set. (See sheets 02, 03, 04, 05, 12, and 13)

4. All sidewalk ramps are to be constructed of concrete.

Response: All ramps are called out as concrete.



5. Licensed arborist is to be present when installing sidewalk in the vicinity of the trees. Add a notes/callouts to the plans.

Response: Callouts and a note have been added to the project plan set to have a licensed arborist present when installing sidewalks in the vicinity of trees. (See Sheet 01 Note 26, AND Sheets 2, 3, 4, 5, 6, and 7)

6. The midblock crosswalk proposed on Route 41 south of Conklin Street needs a Pedestrian Counter Measure Form filled out.

Response: An executed Pedestrian Counter Measure Form is enclosed.

7. Indicate the stopping sight distances to any proposed crosswalks.

Response: Stopping sight distance callouts have been added to the project plan set (See sheet 03).

8. Yield bars are not used on single lane approaches to crosswalks.

Response: Yield bars previously shown in the project plan set have been removed. (See sheet 03).

9. Ensure that there is at least 4 feet between the stop bar and the crosswalk.

Response: The stop bar at Conklin Street has been relocated and called out to provide a four-foot minimum separation distance at the crosswalk (See sheet 03).

10. Indicate the ramp type for any proposed crosswalks.

Response: Callouts indicating proposed concrete ramp types for crosswalks and a detail sheet have been included in the project plan set. (See sheets 02, 03, 04, 05, 12, and 13).

11. Crossing signs will be necessary at the crosswalk with down arrows and in advance of the crosswalk with distance subplates.

Response: Crossing signs CT DOT #41-4380 with subplate sign CT DOT #41-6140 (50 FT) have been included in the project plan set fifty feet in advance of the proposed crosswalk. Crossing signs CT DOT #41-4380 with subplate sign CT DOT #41-2617 have been included in the project plan set at the crosswalk. Signs are shown in each travel direction on the project plan set. (See sheet 03 and 23).

12. Indicate the ramp type when crossing town roads.

Response: Callouts indicating each ramp type when crossing town roads and a detail sheet have been included in the project plan set. (See sheet 03, 12, and 13).



13. Follow the Engineering and Constructive Directive No. ECD-2019-11.

Response: An existing private property split-rail fence encroachment is proposed to be relocated by the contractor beyond the State's R.O.W. and is shown on the project plans from station 3+00+/- to station 4+00+/- . As discussed with CT DOT District 4 personnel, a portion of the existing cemetery fence shown on the project plans at station 19+40+/- (R) shall be relocated beyond the State's R.O.W. All other cemetery fence systems within the State's R.O.W. shall remain in-place due to obstacles (tombstones) that prohibit relocation beyond the State's R.O.W.

14. Include the latest Trenching & Backfilling, Electrical Conduit standard sheet. It has an approval date of 2-21-2024.

Response: An updated drawing (TR-1001_01) Trenching and Backfilling, Electrical Conduit standard traffic sheet approved on 2024.02.21 has been inserted into the project plan set and the outdated traffic sheet has been removed. (See sheet 19).

15. Standard Sheet TR-1210_04 is obsolete. Use TR-GS_04. It can be found at [tr_gs_pavement-markings.pdf](#)

Response: Standard traffic guide sheet TR-GS_04 has been inserted into the project plan set replacing the obsolete standard traffic sheet TR-1210_4. (See sheet 21).

16. Standard Sheet TR-1220_01 is no longer being used. See the link below for the appropriate signing page. [ctdot_traffic_gs.pdf](#)

Response: Standard traffic guide sheet TR-GS_13 has been inserted into the project plan set replacing the obsolete standard traffic sheet TR-1220_01. (See sheet 22).

17. Standard Sheet TR-1220_02 is no longer being used. Use TR-GS_14 for the Construction Sign Supports and Channelizing Devices dated 12-25. It can be found at [tr_gs_construction_signs.pdf](#) .

Response: Standard traffic guide sheet TR-GS_14 has been inserted into the project plan set replacing the obsolete standard traffic sheet TR-1220_02. (See sheet 23).

18. Indicate what type of funding is being used for this project.

Response: Funding sources have been added to the project's general notes. (See sheet 01 General Note No. 27).

Pedestrian Safety Countermeasure Guidance at Marked Uncontrolled Crosswalks

The Table below should be used after an engineering study has been performed and determined that a marked uncontrolled crosswalk is appropriate. Countermeasures shown in the chart are not mandated or required, and should be based on engineering judgment.

Town: Salisbury # of Lanes/Crosswalk Length: 2 / 27.3' ADT: 1900 Presence of Lighting: within 75' Median Presence: No
 Location: Rt 41 N of Main St Ped. Generator Nearby: Yes (Sarum Village) Posted Speed: 35 # of Pedestrians/Hour: 0-10 Person Sightline: 680' (min)

# of Lanes	Roadway Average Daily Traffic (ADT) and Posted Speed Limit*									
	1,500 < ADT < 9,000			9,000 < ADT < 15,000			ADT ≥ 15,000			≥ 40 MPH
	≤ 30 MPH	35 MPH	≥ 40 MPH	≤ 30 MPH	35 MPH	≥ 40 MPH	≤ 30 MPH	35 MPH	≥ 40 MPH	
2	A	A	C/D	A	A	C/D	A	A	A	A
3 (w/ raised median)**	A	A	C/D	A	C/D	C/D	A	C/D	C/D	D
3 (w/o median)	A	A	D	A	C/D	D	A	D	D	D
4+ (w/ raised median)**	A	A	D	A	C/D	D	A	C/D	D	D
4+ (w/o median)	A/B	B	B/D	B	B/C/D	B/D	B/C/D	B/D	B/D	B/D

Countermeasures (include A at a minimum):

- A - High-Visibility Crosswalk with markings, signage (consider including overhead lighting)
- B - Pedestrian Refuge Island
- C - Rectangular Rapid Flashing Beacon (RRFB) – Minimum crossing volume of 20 pedestrians/hour recommended; or 10 pedestrians/hour if there are a high number of vulnerable users, or if the reduced volume is met for three consecutive hours
- D - Pedestrian Hybrid Beacon (PHB; previously HAWK) – Refer to MUTCD Figures 4F-1 and 4F-2 for minimum criteria conditions

Additional countermeasures (less commonly used):

- Curb Extensions
- Road Diet – Consider this countermeasure for all roadways with four or more lanes without a raised median; typically, Road Diets are considered for roadways with current and future ADT equal to or less than about 20,000 vehicles per day
- In-Street Pedestrian Crossing Sign – Towns may request this countermeasure on State roads under encroachment permit
- Raised Crosswalk – Not used on State roads but can be installed by municipalities on local roads

Crossing treatments are generally not installed at locations where the ADT is lower than 1,500 vehicles per day. Exceptions may be made at school and trail crossing locations where the peak hour vehicle traffic exceeds 10% of the ADT; school crossings are defined as locations where 10 or more student pedestrians are crossing per hour.

For questions or guidance about using this form, please contact TrafficSafety.DOT@CT.gov.

For questions regarding installation of countermeasures on State roads, please contact DOT.TrafficEngineering@CT.gov.

This Table was created using the Federal Highway Administration’s [Guide for Improving Pedestrian Safety at Uncontrolled Crossing Locations](#).

*if available, 85th percentile speed should be used instead of the posted speed

**assumes raised median is at least 4’ wide and 6’ long to adequately serve as a refuge area for pedestrians

Status: OK

South

Combined

North

Class

Speed

ALI-065 - Combined - n/s

Route 41 - 13.05 mi NW of Us44

	23-Sep	24-Sep	25-Sep	26-Sep
	Mon	Tue	Wed	Thu
Town.....Salisbury				
Station.....65				
Location..... 41.984001,-73.422468	12:00am	5	4	2
Posted Speed Limit.....35 MPH	01:00am	0	1	2
2015-Major Collector 5.....2015-Rural	02:00am	1	1	1
Start Report.....23-Sep-2024 10:00AM	03:00am	1	1	1
End Report.....26-Sep-2024 11:00AM	04:00am	1	6	2
Annualized ADT.....1900	05:00am	18	15	7
24-Hour Count... 1975 * G2(0.95) = 1876.3	06:00am	39	45	39
Day 1.....+ 2029 * G2(0.95) = 3803.8	07:00am	118	118	96
Day 2.....+ 1968 * G2(0.95) = 5673.4	08:00am	175	160	150
InRounded AADT.....5673.4 / 3 = 1891.1	09:00am	134	105	122
OK 2024 Mon 23-Sep -this report-...1900	10:00am	x	126	129
OK 2021 Wed 08-Sep2100	11:00am	143	138	128
OK 2020 Tue 06-Oct2100	12:00pm	177	176	150
OK 2012 Sun 09-Dec2200	01:00pm	140	160	154
OK 2009 Mon 05-Oct2000	02:00pm	152	166	170
OK 2006 Thu 28-Sep2200	03:00pm	191	213	176
Dataset Details.....1	04:00pm	175	182	165
	05:00pm	145	153	170
	06:00pm	110	96	119
	07:00pm	49	52	60
	08:00pm	37	33	43
	09:00pm	21	25	28
	10:00pm	10	7	13
	11:00pm	7	4	7
Totals	1483	2029	1968	547

ADT 9-23 thru 9-25-2024

Legend

- 41.984001, -73.422468
- Feature 1
- Grove Street Park
- LaBonne's Market - Salisbury
- The White Hart



Washinee and Reynolds Rockwell Parks

Status: OK

South

Combined

North

Class

Speed

ALI-036 - Combined - n/s

Route 41 - 13.56 mi NW of Cobble Road

	23-Sep	24-Sep	25-Sep	26-Sep
	Mon	Tue	Wed	Thu
Location.....Salisbury				
Station.....36				
Location..... 41.990863,-73.425027	12:00am	5	3	2
Posted Speed Limit.....45 MPH	01:00am	0	1	3
2015-Major Collector 5.....2015-Rural	02:00am	0	1	1
Start Report.....23-Sep-2024 11:00AM	03:00am	1	2	2
End Report.....26-Sep-2024 11:00AM	04:00am	1	7	3
Annualized ADT.....1700	05:00am	23	20	8
24-Hour Count... 1845 * G2(0.95) = 1752.8	06:00am	39	46	42
Day 1.....+ 1821 * G2(0.95) = 3482.7	07:00am	116	115	92
Day 2.....+ 1817 * G2(0.95) = 5208.8	08:00am	152	152	133
InRounded AADT.....5208.8 / 3 = 1736.3	09:00am	135	100	116
OK 2024 Mon 23-Sep -this report-...1700	10:00am	x	126	115
OK 2021 Wed 08-Sep1800	11:00am	131	115	122
OK 2020 Wed 07-Oct1800	12:00pm	168	148	133
OK 2009 Mon 05-Oct1600	01:00pm	136	144	131
OK 2006 Wed 27-Sep1800	02:00pm	146	151	162
Dataset Details.....1	03:00pm	178	184	176
	04:00pm	167	156	158
	05:00pm	120	127	150
	06:00pm	95	88	102
	07:00pm	42	51	50
	08:00pm	29	29	32
	09:00pm	18	20	25
	10:00pm	11	6	8
	11:00pm	6	4	6
Totals	1247	1821	1817	512

ADT 9-23 thru 9-25-2024

Legend

- 41.984001, -73.422468
- Feature 1
- Grove Street Park
- LaBonne's Market - Salisbury
- The White Hart





Connecticut DOT

Number: ECD-2019-11

Office of Engineering

Date: October 11, 2019

ENGINEERING AND CONSTRUCTION DIRECTIVE

Mark D. Rolfe, P.E.

Digitally signed by Mark D. Rolfe, P.E.
DN: E=Mark.Rolfe@dot.gov, CN=Mark D.
Rolfe, P.E., O=State of Connecticut,
OU=Department of Transportation,
OU=Bureau Chief, OU=Bureau of
Engineering & Construction, L=Hartford,
ST=Connecticut, C=US
Date: 2019.10.11 17:35:02-0400

Bureau Chief

Procedures for Identifying and Removing Encroachments within Project Limits

Encroachments within the right of way should be addressed during the PE phase of a project to allow property owners sufficient time to relocate or remove the items. In order to address encroachments early in the project schedule, the following procedures are to be utilized:

- A. During the design phase, the Project Manager will compile a list of all encroachments within the project limits. The list should identify the type of encroachment (including signs, parking, known sprinkler systems and all other encroachments with exception of landscaping) and location in relation to the baseline and/or property address.
- B. The list of encroachments should be given to Rights of Way during the Design/Right of Way meeting and the encroachments should be identified on the plan sheet presented at the meeting.
 1. If there is no Right of Way phase for the project and no Design/Right of Way meeting is necessary, the list should be sent to the Supervising Property Agent in the Right of Way Administration Section.
- C. The Right of Way Project Coordinator assigned to the project will check if there is a current lease in place with the Property Management Section and cc design in this correspondence.
 1. If the owner has a lease with the Department, the Rights of Way Property Management Section will notify the owner that the lease will be cancelled by sending an official letter.
 2. If the owner does not have a lease with the Department, the Right of Way Project Coordinator will send notice to each owner, within 8 weeks of the Design/Right of Way meeting, via registered or certified mail identifying the encroachment and allowing the property owner until 1 month prior to Design Completion Date to remove the encroachment.

Procedures for Identifying and Removing Encroachments within a Project Corridor

- D. At the Design Completion Date, the Right of Way Project Coordinator assigned to the project will follow up to see if the encroachment has been relocated.
 - 1. If the encroachment has not been relocated or removed a follow up letter will be sent via registered or certified mail to the owner in accordance with Connecticut General Statutes Sec. 13a-247, giving the owner 30 days to move the encroachment. Copies of the letters will be given to the District Construction Office during the project Pre-Con meeting.

- E. If the encroachment has not been moved prior to construction, in accordance with Connecticut General Statutes Sec. 13a-247, construction can remove any such obstruction identified in the letters mailed to the owner. The District Construction Office will notify the contractor that the encroachment can be removed and the contractor will take down the item and place it on the owner's property. The contractor can submit for payment of any encroachment removal as an extra work item.

STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION



subject: Town of Salisbury
Route 41 & Route 44 (Main Street)
Phase 1-Main Street Sidewalk
TRIP Grant

date: February 4, 2026

to Robert Colabella, PE
Haley Ward, Inc.

from Aron Steeves
Special Services Manager
Bureau of Highway Operations

RF
Ferris, Ronald
S.
2026.02.04
13:27:52-05'00"

rcolabella@haleyward.com

The following comments refer to the plan set entitled "The Town of Salisbury Phase I-Main Street Sidewalk" Final Design – January 27, 2026.

No.	Comment	Inc.	Not Inc.
1	The Vicinity Map on the title sheet should call out a road name or route number for the project location. → <i>Completed by HW</i>		
2	Submit a signed commitment to fund letter or other signed document indicating that the town has allocated funding to the project. → <i>A letter or document is required. Please forward document to HW.</i>		
3	If the sidewalk encroaches onto private property an easement from the private property owner to the Town will be necessary. Ensure all easements for the sidewalk are obtained prior to the encroachment permit being issued. → <i>Town will need to obtain easements for sidewalk encroachments</i>		
4	Ensure that the railing being installed from Sta. 35+47 to Sta. 37+48 meets the current PROWAG requirements. → <i>We will send drawings to Katharine Hedberg once CT DOT is satisfied with the revised plans created from AT POT reviews</i>		
5	The permanent easements called out where drainage extends outside of the state right of way, locations at Sta. 36+40 and Sta. 20+70, will need to be obtained in favor of the State and filed with the Rights of Way prior to the release of any surety bond. → <i>HW has created preliminary Easement maps at these two locations</i>		
6	There is a pipe coming from private property connected to the State-owned catch basin at approximately Sta. 26+30. A drainage connection concurrence, to be drawn up by this office, will be required for this drainage connection. The signed document shall be recorded in the town land records and a certified copy of the recording must be received at the District 4 Permit Office, 359 South Main Street, Thomaston, Connecticut 06787 prior to releasing the posted bond. → <i>Once HW receives the DOT document we will forward to Town for filing. Once completed HW or Town can forward as noted.</i>		

Gina Greenalch
cc: Aron Steeves –Ronald Ferris
Kyle Case

February 4, 2026

Mr. Curtis Rand
First Selectman
27 Main Street
P.O. Box 548
Salisbury, CT 06068
Crand@salisburyct.us

Dear First Selectman Rand,

Subject: **Commitment to Fund Letter**

Community Connectivity Grant for Connectivity and Safety: Sharon
Road from the Hotchkiss School to Lakeville Town Center
State Project No. 0170-3513GR
CCGP Grant Number: C122-0201
Town of Salisbury

The Department of Transportation (CTDOT) has selected the Grant application submitted by the Town of Salisbury (Municipality) to receive funding under the Community Connectivity Grant Program (CCGP) for the construction of Connectivity and Safety: Sharon Road from the Hotchkiss School to Lakeville Town Center.

The CTDOT hereby commits to fund eligible construction project costs up to the accepted grant amount of \$800,000.00, 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 Community Connectivity 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 CTDOT. 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 CTDOT 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 CCGP Project Administration Guide, as may be revised. The guidelines are available at the following website: [Documents](#).
4. The Municipality shall provide the CTDOT with quarterly project status updates throughout the project development process and through construction. A Project Status form can be found at the following website: [Documents](#).
5. The project costs identified in this Commitment to Fund are based on the requested amount from the CCGP application. It is understood that the CTDOT has capped CCGP 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. Any project scope revisions must be submitted to the Project Manager to be reviewed and approved by the CTDOT.
7. Upon completion of project design activities, and prior to advertising the project for construction bids, the Municipality must submit a Final Design Submission for approval 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 CTDOT's District Maintenance Special Service Section indicating the plans are acceptable for issuance of an Encroachment Permit (if required).

A digital submission via e-mail is preferred.

8. Should the Municipality elect to use municipal forces to perform the construction, a request should be made to the CTDOT with the final design submission.
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 CTDOT. The Municipality shall provide written notification to the CTDOT 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 CTDOT, 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 CCGP guidelines, the Municipality will be responsible for the acquisition of all environmental permits that may be required. Please be advised that any project that involves work within waters or wetlands may require State and/or Federal environmental permits. It is critical that the Municipality or their consultant contact the Connecticut Department of Energy and Environmental Protection (DEEP) - Inland Water Resources Division early in the design process to discuss permitting requirements, and to identify specific environmental concerns and design considerations. Failure to establish early coordination with DEEP may result in significant time delays in the permitting process due to the need for design changes and/or denial of permit applications.
2. Based on information provided in the application. The project may be within a Natural Diversity Database (NDDDB) mapped area. The Municipality is required to contact the Department of Energy and Environmental Protection (DEEP) and request a NDDDB review to ensure that any activity authorized, funded or performed does not threaten the continued existence of endangered or threatened species. For more information, please visit the

DEEP website : <https://portal.ct.gov/deep/nddb/requests-for-nddb-environmental-reviews>

3. Based on the information provided in the application, it seems that work will be performed within a regulated floodplain. This project may qualify for a Flood Management General Certification approval via the CTDOT. The Municipality and/or their consultant should contact the CCGP project Manager for guidance. Requests for certification under the Department's Flood Management General Certification must come from the CTDOT Project Manager. The CTDOT's office of Hydraulics and Drainage will not accept requests directly from Municipal staff or their consultant. Please keep in mind that this determination was based solely on the application, and it may change as the Municipality develops design plans. If work will be performed within a regulated flood plain, but it is not eligible for Flood Management General Certification, the Municipality must perform more detailed analysis and comply with the requirements established in the Memorandum of Understanding between the Connecticut Department of Transportation and the Connecticut Department of Energy and Environmental Protection regarding flood management certifications.
4. This project may require hazardous/contaminated materials investigations. In accordance with the CCGP guidelines, the Municipality is responsible for such investigations as part of the design phase.
5. Potential impacts to Historic and Archaeological resources must be determined. The Municipality is responsible for coordinating with the State Historic Preservation Office (SHPO) to initiate a review. [Historical Evaluation Request | ConnCRIS](#).
6. 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 CCGP funds.
7. 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 CTDOT's Engineering Directive for "State Funded Municipal Projects Requirements for Rights of Way Acquisitions". A copy of this directive can be found at: [ROW Engineering Directive](#)

8. This project may 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

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 Forty-Five (45) days**. Transmission via e-mail is preferred.

If you have any questions, please contact the Project Manager, Jake Fusco, at (860) 594-2910 or Jake.Fusco@ct.gov.

Very truly yours,

Laoise King

Laoise King
Deputy Commissioner

Digitally signed by Laoise
King
Date: 2026.02.04 16:50:12
-05'00'

The Honorable Curtis Rand

-6-

February 4, 2026

Accepted By: _____

The Honorable Curtis Rand, First Selectman

Date: _____

3/10/2026

Enclosure(s)

Jake Fusco

Bcc: Kevin Carifa – Craig Babowicz – William Champagne
James Fallon – Mark Carlino – Michael Calabrese
Greg Ciparelli – Michael Salter
Andrew Morrill – Fredrick DiNardi- Ronald Ferris Eric
Belanger