

CONNECTICUT
DEPARTMENT OF TRANSPORTATION

**FUNCTIONAL ORGANIZATION
MANUAL**



Prepared by
Office of Management and Technology Services
Division of Training and Staff Development
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Commissioner of Transportation
James P. Redeker

Duties include, but are not limited to, coordinating and developing comprehensive, integrated transportation policy and planning; coordinating and assisting in the development and operation of a modern, safe, efficient, and energy-conserving system of highway, mass transit, and marine facilities and services; studying means of improving transportation safety and formulating and implementing plans for this purpose; and cooperating with federal, State, interstate, and local agencies, organizations, and persons performing activities relating to transportation.



James P. Redeker

Deputy Commissioner of Transportation
Anna M. Barry

Assist the Commissioner of Transportation in carrying out his duties as outlined in Section 13b-4 of the Connecticut General Statutes, as amended. In the absence of the Commissioner, exercise the powers and duties of the Commissioner of Transportation.



Anna M. Barry

Executive Assistant – Randal P. Davis

Performs special assignments as directed by the Commissioner.



Randal P. Davis

Office of Communications - Judd Everhart

Provides communications services and support to all Bureaus. Informs the public through the media of Department activities, programs, plans, public hearings, and contract lettings. Arranges and coordinates special communications programs, events, and promotions. Directs the Department's Library and Information Center and the Visual Media Unit. Also administers the Department's website.



Judd Everhart

Library Services Division - Betty Ambler

Provides library services of a technical nature to meet the informational needs of Department employees. Responsible for cataloging and classifying pertinent material including State and federal documents; securing additional information from other resources as requested; writing and distributing materials; maintaining Department archives; acting as the Department's liaison for outside resources such as the State Library; and routing relevant publications and information to Department staff.



Betty Ambler

Visual Media Unit – Rob Moore

Provides visual media (photography, video, and graphics) support to the entire Department. This includes design, documentation, training, internal/external communications, public outreach, marketing, coordination with State and federal agencies, web development, and archive administration.



Rob Moore

Office of Legal Services – *Attorney Denise Rodosevich*

In acting as legal counsel to the Commissioner and general counsel for the agency, legal guidance and counsel is provided on the full breadth of legal issues and matters faced by and opportunities afforded to the Department. Representative examples of such legal issues and matters include, but are not limited to, those concerning: highway; public transportation; contract drafting, amendment, interpretation, and enforcement; bid questions, challenges, and bidder prequalification; transit oriented development, CHRO, EEOC, employee litigation claims, and other employee issues; contractor and department claims; consultant issues; project construction; ethics compliance and questions; freedom of information; subpoenas and depositions; constitutional law; administrative law; DBE/SBE/MBE issues; environmental law; intellectual property; adjudicatory decisions; legislation and regulation drafting and interpretation; responding to opposing or private counsel; memoranda of understanding; agency policies and policy implementation; utilities; encroachments; permitting; leases, easements, and other property transactions.



Denise Rodosevich

CHRO, EEOC, and other employee matters – *Paula Yukna*



Paula Yukna

Office of the State Traffic Administration - *David A. Sawicki*

The Office of the State Traffic Administration, which derives its authority from section 14-298 of the Connecticut General Statutes, as amended, is the successor to the State Traffic Commission. The State Traffic Administration is to provide for a uniform system of traffic control signal devices, signs and markings consistent with the provisions of Chapter 249 of the Connecticut General Statutes. The office is also responsible for administering the approval of specific traffic regulatory measures regarding traffic signals, speed limit, through truck prohibitions, and Certificates of Safe Traffic Operation for all public highways. In addition, the office also is responsible for approving traffic regulatory measures regarding signs and pavement markings on State highways, maintaining a list of Legal Traffic Authorities for each town, publishing a list of Limited Access highways in Connecticut, authorizing the use of parkways by vehicles normally excluded and authorizing the use of Limited Access highways for special events.



David A. Sawicki

Legislative Office - *Pamela P. Sucato*

The Legislative Office provides liaison between the Department of Transportation and Connecticut’s Congressional delegation, the Connecticut General Assembly, State and federal committees, State and federal agencies, the Executive Branch, and municipalities. The Office develops and manages the Department of Transportation’s federal and State legislative and regulatory transportation program; provides policy, legislative, and regulatory direction and development; and plans and implements policy and legislative advocacy and communication.



Pamela P. Sucato

The Legislative Office responds regularly to requests and questions from legislators and staff on Department and/or transportation issues; and educates legislators and others on Department programs, policies, and procedures. The Office also builds and maintains close working relationships with a wide array of federal, State, and local elected officials, regulators, regional transportation partners (MPOs, RPOs), transportation industry and trade associations, labor organizations, advocacy groups, business leaders and other government agencies.

Office of Management and Technology Services - Cheryl L. Malerba

Responsible for mission alignment and organizational development. Makes recommendations to, assists, and collaborates with Department Bureau Chiefs on organizational development strategies, realignments, and process improvement opportunities in meeting the mission of the agency. Strategically plans the growth, development, and focus of the Department. Works with individual units to help align their role within their Bureau and the Department mission, developing their own unit mission statement and objectives. Reviews and maintains records of all policies for the Executive Office. Maintains an annual list of all Department Standing Committees and their membership including annual activity reports. Provides, maintains record of, and reviews all Delegations of Authority. Provides the Department organizational chart, the Department's Functional Manual and updates as needed. Recommends and initiates various internal studies of the Department to help identify and/or examine practices or procedures to facilitate best practices for the Commissioner's Office review. Reviews, responds, and/or initiates investigations as needed or required for all Whistle Blower complaints and comments to the Commissioner received by the Commissioner's Office via mail, the anonymous hotline phone number or the anonymous intranet comments site. Oversees and directs the Office of Management and Technology Services which is comprised of the Office of Information Services, Divisions of Internal Audits, Security and Staff Development. Oversees the Consultant Selection Office and administratively oversees the Office of Equal Opportunity and Diversity. Serves as Commissioner's Chief of Staff.



Cheryl L. Malerba

Internal Audits Division - Robert L. Eissler

Responsible for performing financial and compliance reviews of the Department utilizing both federal and State auditing guidelines and ascertaining whether established financial controls are adequate and effectively maintained; and performing investigative and other special internal audits.



Robert L. Eissler

Security Division – Michael D. Morrison

The Division is responsible for overseeing all aspects of security pertaining to Department facilities and assets; developing and implementing Department security policies; advising managers and supervisors on implementing and enforcing the policies; and investigating issues of possible wrongdoing within the Department.

The Division conducts interviews, gathers facts and evidence, confers with law enforcement agencies, and completes investigative reports that are subsequently used in Department hearings or criminal cases in court. When the investigative process involves law enforcement agencies, the Security Division acts as the liaison between the law enforcement agency and the Department.



Michael D. Morrison

Staff Development Division – David M. Maher

Provides training and development opportunities to increase the job performance and career development of Department employees in support of the Department's overall mission. Consults with Agency managers and supervisors regarding performance issues and training needs. Provides career and educational counseling and administers the Tuition Reimbursement Program, as outlined by collective bargaining agreements and State regulations.



David M. Maher

NHI Training, Maintenance Training, In-Service Classes – Susan Baillargeon



Susan Baillargeon

Tuition Reimbursement, In-Service Classes, Lean Process – Michael Bright



Michael Bright

Office of Information Systems – John Krewalk

Directs, manages, and oversees the Office of Information Systems (OIS) consisting of the Division of Business Systems and the Division of Operational Systems to provide information technology services to its customers that effectively and efficiently support the agency’s business mission, goals, and objectives. The information technology services rendered address the dynamic requirements of the Department’s business environment and are a catalyst for the integration of new technology within the Department and the State. OIS serves as the integrator of business requirements and technical capabilities and as the Department facilitator for the dissemination of statewide technology policy and standards. OIS coordinates information technology management, initiatives, and standards within the DAS Bureau of Enterprise Systems and Technology (BEST).



John Krewalk

Business Systems - Vacant

The Business Systems Division provides application support services for all Department entities requiring those services. This Division supports more than 100 Department applications including, but not limited to, geospatial information; financial reporting; project tracking; human resources; as well as transportation specific systems, such as traffic monitoring, construction management and bid analysis.

Operational Systems - Jose L. Romero

The Operational Systems Division provides hardware support services for the Department, including host servers, desktop computers and laptops, network storage, network infrastructure, and telecommunications services. The Division also supports general administrative or office productivity systems such as word processing, spreadsheet, database, electronic mail, and internet. The Division provides the expertise for planning, developing, implementing, and maintaining data communications network environments including inter-agency network communications and facilitating the dissemination of statewide technology policies and standards.



Jose L. Romero

Consultant Selection Office – David Mancini

The Consultant Selection Office (CSO), in coordination with the Commissioner, manages and directs all activities regarding the solicitation and selection of professional consultant firms for all Department Bureaus. The CSO also coordinates the annual consultant prequalification process.



David Mancini

Office of Equal Opportunity and Diversity – Nancy Bryant

Directs and coordinates the activities of the Division of Internal Programs.

Internal Programs – Nancy Bryant

Monitors the process by which individuals are recruited, hired, promoted, and retained in compliance with the Department's Affirmative Action Policy and Programs. Assists Human Resources with outreach and recruitment as needed. Ensures that the Department complies with federal and State anti-discrimination laws. Provides some career counseling. Fulfills reporting requirements to the Federal Highway Administration, Federal Transit Administration, Equal Employment Opportunity Commission, and the Connecticut Commission on Human Rights and Opportunities. Prepares and implements the Department's Affirmative Action Plans. Administers the federally required Monitoring Program and Training Programs. Responds to issues concerning employment, accommodation, and discrimination. Serves as the Department's Americans with Disabilities Act (ADA) coordinator. Investigates internal discrimination complaints brought against the Department.



Nancy Bryant

Provides Affirmative Action services for Department staff – Deborah Allen



Deborah Allen

Provides Affirmative Action services for Department staff – Ada Alvarez



Ada Alvarez

Provides Affirmative Action services for Department staff - Janice duFrend



Janice duFrend

Bureau of Engineering and Construction

Bureau Chief
Thomas A. Harley



Thomas A. Harley

The Bureau of Engineering and Construction is responsible for the administration and management of the capital program for all modes of transportation. The Bureau is comprised of the Offices of Engineering and Construction. In addition to these two fundamental activities, the Bureau also has broad responsibilities in areas such as the acquisition and management of Rights of Way, Quality Assurance, Bridge Inspection and Research activities.

Chief Engineer - Thomas A. Harley

Manages the Department's Bureau of Engineering and Construction and the activities noted above.

Office of Engineering – Scott Hill

Manages, directs, and coordinates all engineering and support activities performed by the Divisions of Bridges and Facilities, and Structural Design, Highway Design, Design Services, and Traffic Engineering. Manages staff and consultant preparation of design projects and related engineering reports and documents. Serves as engineering approval level for plans and specifications as well as necessary agreements in the preconstruction process. Advises the Chief Engineer on engineering matters relative to the Bureau of Engineering and Construction and administers the Specific Information Signing Program on limited access highways. Manages, directs, and coordinates all rights-of-way matters performed by the Division of Rights of Way.



Scott Hill

Division of Bridge – Theodore H. Nezames

Manages, directs, and coordinates all of the activities performed by the following units: Bridge Design; Structures; Bridge Safety and Evaluation; Facilities Design; and Hydraulics and Drainage.



Theodore H. Nezames

Bridge Design – Rabih Barakat

Responsible for the design of new and rehabilitated bridges on State highways utilizing State design forces. Responsible for the development and maintenance of structural standards, manuals, and specifications for use by Department design staff and by consultant engineers. Provides the Department's structural expertise for development of AASHTO and federal specifications and standards.



Rabih Barakat

Structures – Timothy Fields

Responsible for the design activities performed by staff engineers and consulting engineers of bridges on State routes or State-owned rail lines that are in need of rehabilitation or replacement. Oversees the operation of municipalities that are designing or contracting with consultants to design bridge improvements on local roads. Responsible for the development and maintenance of structural standards, manuals, and specifications for use by Department design staff and by consultant engineers. Provides the Department's structural expertise for development of AASHTO and federal specifications and standards.



Timothy Fields

Bridge Safety and Evaluation - *Robert P. Zaffetti*

Ensures the safety of the traveling public by managing, directing, and coordinating the inspection of highway and railroad bridges, overhead sign supports, and traffic signal mast arm supports. Maintains an electronic database of structural conditions and ensures the timely maintenance, rehabilitation, and replacement of structurally deficient items.



Robert P. Zaffetti

Hydraulics and Drainage - *Michael E. Masayda*

Provides specialized engineering services in water resource matters related to highway and railroad bridges over waterways, storm drainage systems, culvert crossings, dams, and other facilities including maintenance of transportation facilities. Provides technical support to other Department offices, consulting engineers, other state agencies and the general public. Responsible for the design or review of hydraulic and drainage aspects of transportation projects during various phases of planning, design and construction. Reviews hydraulic and drainage aspects of major traffic generators requiring State Traffic Commission certification. Prepares and reviews various environmental permit applications for regulatory compliance.



Michael E. Masayda

Division of Highway Design – *Timothy M. Wilson*

Manages, directs, and coordinates all of the activities performed by the following units: Highway Design; State Highways; Local Roads; and Engineering Services.



Timothy M. Wilson

Highway Design – *William W. Britnell*

Responsible for all design development activities including plans, specifications, estimates, permit applications, utility and rights-of-way coordination, and public involvement. Assists in highway project scope determinations. Also responsible for the design of State highway improvement projects utilizing State design forces.



William W. Britnell

State Highways - *Richard B. Armstrong, Susan Libatique*

Responsible for the design by consulting engineers of highway improvements on State routes. Supervises the administrative aspects of contracts for consulting engineers. Oversees coordination with external agencies and other Department offices during the design process.



Richard B. Armstrong



Susan Libatique

Local Roads/Project Development – *Hugh H. Hayward*

Manages and coordinates the Department’s Local Roads, LOTCIP and Project Development activities. Responsible for overseeing the operation of municipalities that are designing or contracting with consultants to design federally funded local road improvements. Supervises the design aspects of the enhancement program. Oversees coordination with external agencies and other Department offices during the design process.



Hugh H. Hayward

Responsible for reviewing, revising, and initiating preliminary project applications from municipalities for future projects under STP-Urban, Rural and other major Programs. Provides scopes and estimates for improvements under STP-Hazard Elimination Program. Provides design reviews for OSTA for proposed highway improvements associated with Major Traffic Generators. Also provides technical assistance on corridor and other special studies.

Research Unit – *Leo L. Fontaine*

Manages and coordinates the Department’s research activities. Reviews and evaluates new products and materials, and processes these for use by the Department. Develops needed systems to address Department needs. Prepares the Department’s research program. Administers related research agreements. Represents the Department with other research agencies. Plans, conducts, and/or oversees various projects to implement research findings. Maintains an image database with related engineering data of the 7700-miles of the bi-directional State-maintained highway system.



Leo L. Fontaine

Engineering Services - *Leo L. Fontaine*

Responsible for two primary areas: Soils and Foundations, and Pavement Management. Also responsible for new product evaluation, Highway Standard Drawings and the Highway Design Manual.

Provides design and review services on matters related to soil, rock, and foundations for the planning, design, construction, and maintenance of roads, bridges, and transportation facilities.

Provides design and review services regarding new pavement construction, reconstruction, and rehabilitation of roads, bridges, and transportation facilities. Compiles information on the condition of and options for the maintenance of the State roadway network to assist decision makers in finding cost-effective strategies to optimize the Department’s investment in the transportation infrastructure.

Division of Traffic Engineering – *Charles S. Harlow*

Manages, directs, and coordinates all activities of the Division of Traffic Engineering including traffic studies, investigations, and the financial and program effort of the Highway Safety and Signal Programs.



Charles S. Harlow

Traffic Engineering - Districts 1 and 2, Traffic Signal Electrical, and Drafting
– *Tracy L. Fogarty*

Performs traffic engineering analysis to improve safety and capacity, provides traffic services to elected and appointed officials, the public, and other areas within the Department. Conducts comprehensive traffic studies, develops designs to improve safety and capacity, including signal designs, signal systems, minor geometric designs, signing and pavement marking designs, as well as reviews of major traffic generators and large encroachment permits. Responsible for the electrical engineering required in traffic-signal-related projects. Provides plans, specifications, and estimates for traffic control signal projects. Also responsible for the electrical review of Department or major traffic generator projects designed by consultant engineers as well as for the drafting required in traffic-related projects.



Tracy L. Fogarty

Traffic Engineering - Districts 3 and 4 - *Barbara B. Ricozzi*

Performs traffic engineering analysis to improve safety and capacity, provides traffic services to elected and appointed officials, the public, and other areas within the Department. Conducts comprehensive traffic studies, develops designs to improve safety and capacity, including signal designs, signal systems, minor geometric designs, signing and pavement marking designs, as well as reviews of major traffic generators and large encroachment permits.



Barbara B. Ricozzi

Traffic Engineering - Project Design – *Mark Makuch*

Designs traffic signals, signing and pavement markings, and traffic control plans for highway design projects. Reviews consultant designs or like work administrated by the Office of Engineering/Consultant Design Division. Prepares designs for projects that are exclusively traffic engineering projects, including traffic signals, signs, pavement markings, or electronic variable message signs. Provides full-time liaison through construction for traffic control on major projects and for traffic design items on all projects. Administers the railroad/highway at-grade-crossing program. Supervises and directs the operations for consultant engineers in the design of traffic projects to assure that the designs adequately serve the predetermined need in the most economical manner and that the consultant engineer provides complete project plans in accordance with State and federal requirements.



Mark Makuch

Division of Facilities and Transit - *James A. Fallon*

Manages, directs, and coordinates all of the activities performed by the following units: AEC Applications and Research; Contract Development; Utilities; and Environmental Compliance.



James A. Fallon

Architectural, Engineering, Construction (AEC) Applications

- *William S. Pratt*

Responsible for developing and establishing electronic design standards and supporting computer aided engineering applications. Responsible for organizing projects to move seamlessly from the initiation stage through final design and advertising, construction, and maintenance. Responsible for a complete project which can be interactively used in a geospatial system and archived and retrieved in a management information system. Responsible for the identification, evaluation, and implementation of technology applications to facilitate the business processes in the Offices of Engineering and Construction.



William S. Pratt

Manages and coordinates the Department's research activities, administers related research agreements, and represents the Department with other research agencies. Plans, conducts, and/or oversees various projects to implement research findings.

Utilities - *Sohrab Afrazi*

Coordinates the relocation of utility facilities and railroads as impacted by the construction of transportation improvement projects. Reviews and approves utility/railroad relocation plans, specifications and estimates, and develops utility/railroad cost-sharing agreements. Ensures that the transportation funds for utility/railroad relocated work on highway projects are expended in a cost effective manner.



Sohrab Afrazi

Facilities Design – *Gregory M. Dorosh*

Responsible for the design of new and renovated transportation facilities (rails, bus, maintenance, aviation, and ports) utilizing both State design forces and consultant architects and engineers. Also responsible for the design of runways, taxiways, salt sheds, and work associated with the "Americans with Disabilities Act" for State facilities.



Gregory M. Dorosh

Environmental Compliance and Contract Development

– *Christopher Bonsignore*

Provides technical support and regulatory guidance to other Department units on matters related to hazardous wastes and regulated contaminated materials. Conducts environmental investigations of suspected waste sites in the vicinity of Department projects and operating facilities. This office also negotiates cleanup requirements with federal and State regulatory agencies. Manages remedial activities aimed at improving environmental conditions in the vicinity of Department projects and facilities.



Christopher Bonsignore

Prepares contract documents suitable for advertising through the review of plans and specifications. Ensures consistency, completeness, and compliance with State and federal policies. Also responsible for the preparation of the final confidential cost estimate and an evaluation of the bids received.

Division of Rights of Way – Terrence Obey

Responsible for real property acquisition on all types of transportation projects. In addition, handles the leasing and sale of State land for the Bureau of Engineering and Construction.



Terrence Obey

Division of Appraisals/Excess Properties – Amy N. Martinez

Prepares and reviews appraisal reports to estimate the market value of property to be acquired for highway construction and various other projects, including State-owned excess land and lease values for State property. Prepares cost estimates for all future projects for the purpose of determining rights of way costs. Also assists various State agencies with problems dealing with real estate valuation. Handles the leasing of state property for the Bureau. Processes the sale of excess State land for the Bureau. Coordinates transfers of land with other State agencies.



Amy Martinez

Division of Administration/Titles – James Mason

Coordinates the acquisition of property necessary for federally funded and State-bonded construction projects. Responsible for the Bureau's Records Center and all fiscal operations for the Office of Rights of Way. Acts as liaison with other Departmental units and coordinates property acquisition by municipalities and consultants on town roads and bridge projects.



James Mason

Makes all necessary searches of title, prepares abstracts of title, and plots maps (boundary lines, owner's names, etc.). Prepares all deeds of conveyance, agreements concerning acquisition of properties, releases of properties, and other documents. Prepares all Certificates and Notices of Condemnations, Amendments to Condemnations, and any other court pleadings to be filed. Affects the closing or transfer of title to all land, rights, and easements required by the Department.

Division of Acquisition/Relocation – John P. Randazzo

Develops acquisition and relocation programs to accommodate proposed construction schedules; negotiates for the acquisition of property easements and rights for highway purposes. Provides relocation assistance and listings of available properties for rent and sales. Computes rental and replacement housing supplement payments. Provides liaison services for the Office of Rights of Way to the Office of the Attorney General. Controls and regulates outdoor advertising through the issuance of permits. Manages all property acquired for transportation projects including leasing, maintenance, and demolition activities.



John P. Randazzo

Office of Construction – Mark D. Rolfe

Directs the staff and operations of the Office of Construction, the District Offices, and Research/Materials activities of the Department.



Mark D. Rolfe

Construction Operations – *James P. Connery*

Oversees the daily operation of the Central Office of Construction, Program Management, Central Surveys, Equal Employment Opportunity and Disadvantaged Business Enterprise (EEO/DBE) functions, construction contract operations, and construction claims management.



James P. Connery

Central Surveys - *Robert J. Baron, Jr.*

Responsible for all State right of way boundary maps, preparation and review of Departmental Property Acquisition and Release Maps, Geodetic Surveys/Connecticut Coordinate System, Photogrammetric Mapping, State Line Perambulation, and the coordination of all Departmental and consultant survey activities.



Robert J. Baron, Jr.

Claims and Litigation – *Donald Ward*

Analyzes claims on construction projects and recommends solutions. Administers the Equal Employment Opportunity and Disadvantaged Business Enterprise functions of the Office of Construction.



Donald Ward

Pavement Advisory Team – *Anthony Kwentoh*

The Pavement Advisory Team monitors, investigates, and evaluates HMA resurfacing projects from production to placement and provides support services to Department and industry personnel in the HMA field.



Anthony Kwentoh

Materials Testing Unit – *Robert G. Lauzon*

Conducts material tests and evaluations of materials required in Department construction and maintenance projects to assure compliance with pertinent specifications. Plans and investigates new materials and procedures that are referred for use in Department projects. Represents the Department in matters related to the development and implementation of specifications governing the quality and use of materials incorporated into Department work. Maintains a listing of qualified welders for Department projects.



Robert G. Lauzon

District Offices - *The following responsibilities are common in each District:*

District Engineer

Directs staff and field operation activities of the Survey and Plans and Construction Sections to ensure efficient use of State resources in accordance with sound engineering practices.

Surveys and Plans Section

Oversees field and office survey operations for the District and provides support to Design Units and ongoing construction projects.

Construction Section

Oversees all aspects of construction contracts, including but not limited to construction engineering inspection, dispute resolution, payment to contractors, and compliance with specifications and mandated procedures. Oversees the State's project

assignments for the District's personnel.

District I - Rocky Hill

District Engineer – *Ravi Chandran*



Ravi Chandran

Construction Section – *Dean Cerasoli, Lynn Cichowski*



Dean Cerasoli



Lynn Cichowski

Surveys and Plans Section - *Steven Sokolowski*



Steven Sokolowski

District II - Norwich

District Engineer – *Kenneth Fagnoli*



Kenneth Fagnoli

Construction Section – *Vacant*

Surveys and Plans Section - *Charles E. LaChance*



Charles E. LaChance

District III - New Haven

District Engineer – Robert E. Obey



Robert E. Obey

Construction Section – *Domenic LaRosa, Brian Mercure*



Domenic LaRosa



Brian Mercure

Surveys and Plans Section – *Edward P. Topar*



Edward P. Topar

District IV - Thomaston

District Engineer – *John Dunham*



John Dunham

Construction Section – Vacant

Surveys and Plans Section - *Douglas F. Wiegert*



Douglas F. Wiegert

Bureau of Finance and Administration

Bureau Chief
Robert C. Card

Responsible for the financial activities of the Department including the overall preparation, monitoring, and analysis of the Department's budgets, as well as the Bureau's Offices of Human Resources; Finance; Operations and Support; Information Systems; Contracts, Agreements, and Contract Compliance; and External Audits.



Robert C. Card

Office of Finance – Wallace P. Lugli

Serves as the Chief Financial Officer for the Department. Directs and coordinates the financial activities of the Division of Capital Services, Division of Financial Management and Support, Division of Financial Services, and Division of Core-CT Support to provide the business and financial support, budgeting, accounting, accounts receivable, and federal and State funding management necessary to meet the needs of the Department. Coordinates with the Office of the State Treasurer, the Office of Policy and Management (OPM), and the State Bond Counsel on all Special Transportation bond issuances.



Wallace P. Lugli

Division of Capital Services – Patricia A. Hustus

Responsible for directing the Capital Services Division, including the Programming and Scheduling, Capital Projects, and Federal Billing Units. Specific areas of responsibility include: the development and implementation of the biennial capital budgets; financial analysis; financial management of the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) programs; the allotment and budget control of all State and federal funds; and the billing and collection from all federal agencies.



Patricia A. Hustus

Scheduling and Financial Program Management (Highways) - Darren Meyers

Responsible for managing the development, coordination, implementation, and monitoring of multi-year capital highway, revenue, and federal-aid financial programs to assure the efficient and full utilization of all available federal and State highway funds by the Department. This includes responsibility for the creation and submission of federal-aid agreements to FHWA, through which the Department receives authorization to utilize federal funds. The Unit is also responsible for the preparation of certain financial reports and statements on the fiscal activity of the Department, including quarterly reports on Condemnation Award Funds, the annual FHWA Road Reports, Schedule of Federal Financial Assistance Report, and the GAAP Report.



Darren Meyers

Scheduling and Financial Program Management (Transit) – Maureen M. Kent

Responsible for managing the development, coordination, implementation, and monitoring of multi-year transit capital projects to assure the efficient and full utilization of all available federal and State public transportation funding by the Department. This includes responsibility for all grants management activities to the FTA, through which the Department receives authorization to utilize federal funds.



Maureen M. Kent

Capital Projects - Christian F. Davis, Jr.

Responsible for control over capital project expenditures through adjustments to Core-CT allotment budgets by Fund and SID and the maintenance of individual Core-CT project budgets by Project, Activity, Fund, and SID. Allotment budget adjustments are obtained through requests submitted to the Office of Policy and Management (OPM) and the Office of the State Comptroller (OSC) for State bond programs and federal reimbursable agreements. Prior to any budget adjustments, the current project estimates are developed and uploaded to Core-CT based on amounts requested by the operating units and programs identified by Scheduling and Financial Program Management.



Christian F. Davis, Jr.

Federal Billing - David L. Alfredson

Responsible for billing and collection of project expenditures from federal agencies participating in the cost of capital projects. Prepares and submits billings to the FHWA, FTA, Federal Railroad Administration, Department of Homeland Security, and the National Highway Traffic Safety Administration in order to secure reimbursement of federal funds. Responsible for the closeout and final vouchering of FHWA funded projects. The Unit also acts as the liaison between the Bureau of Finance and Administration and the Auditors of Public Accounts and is responsible for replying to all audit findings presented to the Bureau.



David L. Alfredson

Division of Financial Management and Support – Mark M. Hayes

Responsible for directing the Division of Financial Management and Support in providing business and financial support to various offices throughout the Department including budget, contractual, purchasing, and payroll-related services. Responsible for ensuring the consistent application of the Department’s financial and procurement policies and procedures and for developing and maintaining a cohesive set of strategies and goals that promote responsiveness, transparency, and support continuous customer-driven quality improvement.



Mark M. Hayes

Financial Support for the Bureau of Highway Operations and the Office of Construction - Eugene V. Falcone, Jr.

Project Fiscal Management – Responsible for monitoring ongoing project financial transactions to identify potential coding errors. Establish systems to track project completion milestones, analyze projects for excess funding, and facilitate the completion of the actions required to allow for the timely closeout of projects.



Eugene V. Falcone, Jr.

Construction - responsible for providing financial services for construction-related activities, including consultant inspection financial oversight, general purchase order and payroll-related assistance, and budget management and reporting services.

Financial Support for the Bureau of Public Transportation and the Offices of Rights of Way, Property and Facilities Services, and Information Systems – Scott Courtemanche



Scott Courtemanche

Public Transportation - responsible for all accounting functions associated with FTA/Transit/Rail operating and capital services, including the creation, processing, and approval of budgets, general purchase order and payroll-related assistance, FTA grant closeout, billings, quarterly deposits, and federal and project reporting. Responsible for Metro North New Haven Line and Amtrak Shoreline East Subsidy budget review and liaison functions, audit coordination, and CT Transit/Propark daily deposit processing. Also responsible for the review, recordkeeping, and processing of all FTA/Transit/Rail operating and capital service vendor invoices.

Rights of Way - responsible for providing accounting and administrative functions associated with the acquisition of real property on all types of transportation projects, as well as the leasing and sale of State land. Includes the creation, processing, and approval of budgets, purchase orders, and the review, recordkeeping, and processing of consultant, appraisal, and land payments.

Property and Facilities - responsible for providing all accounting functions related to the administration of the Department's Major and Minor Capital Program; general purchase order and payroll-related assistance; Operating Budget management and reporting services; processing fuel oil, diesel, and propane tickets; and General and Highway Equipment Program management.

Information Systems - responsible for providing all accounting functions including general purchase order and payroll-related assistance, and budget management and reporting services.

Financial Support for the Bureau of Policy and Planning, Offices of Engineering and Quality Assurance - Eugene V. Falcone, Jr.

Planning - responsible for providing financial services including general purchase order and payroll-related assistance, National Highway Transportation Safety Administration program financial management assistance, and budget management and reporting services.

Engineering - responsible for providing accounting services for consultant engineering and engineering support contracts, contracts for the testing of materials, contracts for environmental engineering, and contracts for the relocation of railroad and utility facilities associated with the Department's Capital Program. Responsible for providing general purchase order and payroll-related assistance, budget management and reporting services, financial assistance with FHWA project closeouts, and GASB-34 infrastructure reporting.

Quality Assurance - responsible for providing financial services including general purchase order and payroll-related assistance, budget management and reporting services, CADD rate establishment assistance, and CADD usage allocation spreadsheet journal preparation.

Division of Financial Services – Lori A. Kiniry

Responsible for directing the Division of Financial Services in providing Transportation Fund accounting activities.



Lori A. Kiniry

Revenue Accounting - Vincent P. Hogan

Responsible for the billing, collecting, and depositing of Transportation Fund operating and non-operating revenues and reimbursement of expenditures due the Department. These responsibilities include: the billing of demand deposits, final audit amounts due, property damage, outdoor advertising permits, encroachment permits, leases for Rail and Highway property, inter-agency transfers, and various miscellaneous amounts due the Department, and ensuring that all cash received by the Department is deposited and recorded within 24 hours of receipt. This Unit also provides collection assistance through small claims court, liaison with Office of Attorney General, and a collection agency. The unit performs regular customer service and account analysis while it maintains accounts receivable balances for all non-federal accounts of the Department in Core-CT. The Unit is also responsible for preparing quarterly reports on Funds Awaiting Distribution (Pending Receipts) and for processing payments for the refund of excess demand deposit at final audit.



Vincent P. Hogan

Budget Development and Control - Transportation Fund – Richard Krupski

The primary function of this unit is to prepare and coordinate the Department's biennial current services Operating Budget Request, expansion/reduction options, and midterm adjustments. Responsible for the control and administration of the Transportation Fund Operating Budget. Responsible for preparation of the Department's Request for Allotment of Appropriations (B-1). Responsible for detailed distribution of the Other Expenses operating budgets to individual offices; monitors and makes adjustments to those budgets as required. Provides financial services for the Bureau of Highway Operations' maintenance-related activities, including general purchase order and payroll-related assistance, snow and ice reporting, vendor-in-place contractual financial oversight, and budget management and reporting services. Provides budget clearing function for Stores and various offices within the Bureau. Verifies funding for Department agreements/construction contracts (in order to release agreement and chartfield approve corresponding purchase order in Core-CT). Prepares, reviews, and approves journal entries to adjust the financial records of the Department. Administers the Petty Cash account, and the Department's P-Card program. Establishes and implements Department procedures for calculation of additive rates. Maintains the Department's internal Code of Accounts, coordinates updates to non-project chartfields in Core-CT, monitors Core-CT payroll expenditures. The Unit is also responsible for the preparation of certain financial reports and statements on the fiscal activity of the Department, including the annual Town Aid Road Grant Report, monthly Comparison of Revenue Report, Operating Budget Report and Comprehensive Financial Status Report.



Richard Krupski

Core-CT Support – Zavosh Kohan

The Core-CT Support Unit provides Core-CT technical support functions for the Department. Provides support services to Department organizational entities relating to the financial and Human Resource reporting needs of Core-CT. This includes overseeing outside resources responsible for analyzing, modifying, and providing other technical support related to Core-CT functions. Acts as a liaison between the Department and Core-CT.



Zavosh Kohan

The Unit coordinates Core-CT activities within the Department, as well as setting and implementing necessary Core-CT policies and procedures, which include monitoring OSC security procedures. The Unit also provides and coordinates Core-CT user training activities for Department employees.

Office of Contracts, Agreements, and Contract Compliance - Charles F. Roman

Oversees the Department's construction bidding and contracting activities, as well as, the development and execution of Department agreements such as municipal grant, consultant service, lease, and concession agreements. Directs and coordinates the activities of the Contracts and Agreements sections.



Charles F. Roman

Acts as a liaison between the Bureau of Finance and Administration and the Bureaus of Engineering and Construction and Highway Operations. Responsible for special projects on an as needed basis. Also provides administrative oversight of the Contract Compliance Unit.

Agreements/Negotiations - Gary W. Belina

As chairperson for the Department's Negotiations Committee, responsible for the negotiation of fees, terms, and conditions for all of the Department's planning, design, engineering, and other consultant service agreements, as well as the preparation and processing of such agreements. Also coordinates with the Department's design, engineering and related units, and project managers to ensure timely contracting of consultant services pursuant to established schedules. Administers policy and procedure regarding fees paid for consultant services and related contractual requirements. Also responsible for the preparation, review, approval, and processing of agreements with towns, federal agencies, private organizations, and other State agencies governing the Department's grants, leasing, and concession service activities. Coordinates with the operating Bureaus and relevant units and managers to ensure the timely review, comment, and approval of such agreements pursuant to established schedules. Assists in the development of standard agreement formats, new systems, and procedures to increase the efficiency of the unit, as well as establishing and tracking performance measures related to same. Coordinates with the Commissioner's legal unit as well as the Attorney General's Office and other external stakeholders on all relevant matters.



Gary W. Belina

Contracts - Gregory Straka

Responsible for the prequalification of general contractors and the advertising and award, through the public competitive bidding system, of contracts involving the construction of roads, bridges, buildings, transportation-related public works projects, demolition, supply of materials, or other transportation-related matters. Assists in the development and implementation of policies and procedures regarding construction bidding, awards, and contracting. Coordinates with the Department's design, engineering, capital projects, construction and related units to



Gregory Straka

ensure timely bidding, awards, and contracting pursuant to established schedules. Administers policies and procedures regarding the analysis, acceptance or rejection of bids, contractor qualifications, and contractor appeals of Department decisions and actions. Assists in the development, recommendation, and implementation of new systems, procedures, and policies to increase the efficiency of the unit, as well as establishing and tracking performance measures related to same.

Contract Compliance - *Debra Goss*

Implements and monitors federal and State regulations regarding equal opportunity as they relate to contracts involving State and federal-aid. Administers the Disadvantaged Business Enterprise (DBE) Program and the related supportive services components including, but not limited to, setting the DBE goals for the Department. Administers the On-the-Job Training Program for occupations in the highway construction industry. Develops and implements procedures to ensure compliance of contractors, consultants, and material suppliers of the Department with regard to Affirmative Action, Equal Employment Opportunities, and other Title VI external programs. Assures compliance with Title VI of the Civil Rights Act of 1964 and all Federal and State Civil Rights Laws and Regulations regarding the Department's External Programs and activities.



Debra Goss

DBE Services – *Shari Pratt*

Responsible for DBE Certification, small business outreach, and DBE Support Services.



Shari Pratt

On the Job Training Program – *Phylisha Coles*

Responsible for On the Job Training and Contractor Compliance.



Phylisha Coles

Title VI – *Tiffany R. Garcia*

Responsible for Title VI and Contractor Compliance.



Tiffany R. Garcia

Contractor Compliance – *Scott Hoffman*



Scott Hoffman

Office of Human Resources - Vicki Arpin

Provides overall direction for all Department Human Resources policies and programs including labor relations; personnel transaction procedures and activities; payroll and benefits management, employee records management, Occupational Health and Safety, and the Department's Employee Assistance Program.



Vicki Arpin

Labor Relations/District Liaison - Wanda N. Seldon - Nancy Malinguaggio – Sharon Walden – Kristina Worley

Responsible for all Labor Relations activities including contract interpretation, disciplines, grievances, hearings, arbitrations, drug testing administration, and labor management. Also responsible for coordinating Human Resources activities for the Districts, including selection and recruitment; benefits and salary administration; staffing and classification; compliance with regulations, statutes, and laws; and other related activities. Acts as liaison on Human Resources matters with the OPM, Office of Labor Relations, other State agencies, and employee unions.



Wanda N. Seldon



Nancy Malinguaggio



Sharon Walden



Kristina Worley

Human Resources Specialists - Doreen Rossi - Jackie Ouellette – Diane Tyc – Ann Januszewski - Michele Joyce - Jackie Ciampi

Responsible for coordinating Human Resources activities for all Bureaus in the Department including selection; benefits and salary administration; staffing and classification; compliance with regulations, statutes, and laws; and other related activities. Acts as liaison with Department of Administrative Services Human Resources Business Center, other State agencies, and employee unions.



Jackie Ciampi



Ann Januszewski



Michele Joyce



Jackie Ouellette



Doreen Rossi



Diane Tyc

Payroll, Benefits, and Records Management – Lisa M. Annis

Responsible for the administration of all records systems including file maintenance and Core-CT to ensure appropriate tracking and documentation of all personnel transactions including retirement, leave balances/accruals, appointment, separation, compensation, and payroll deductions; processes all Health and Dental Insurance changes; processes Life Insurance changes including beneficiary information; processes all retroactive calculations; bill employees on Leave Without Pay for their share of health, dental, and life insurance; and liaison with the Office of the Comptroller, the Department of Administrative Services, other State agencies, and employee unions.



Lisa M. Annis

Occupational Health and Safety - *James F. Ritter*

Responsible for coordinating the application of current Connecticut OSHA regulations; performing accident and injury investigations to determine cause and to assist in the prevention of similar incidents in the future; conducts facility safety inspections to ensure compliance with all federal, State, and local health and safety standards; advises managers and supervisors on the implementation and enforcement of current health and safety standards; developing and implementing Department-wide safety policies; tracking workers' compensation to determine trends; and developing educational and training programs for employees on a wide variety of health and safety issues. Monitors Employee Health and Safety Initiatives, coordinates/manages employee clinic, and directs Departmental First Aid/Medical Responders.



James F. Ritter

Workers' Compensation – *Jesse Peel*

Responsible for case management, documentation, and records management for all Workers' Compensation Claims for the Department. Acts as liaison with the State's third party administrator, Attorney General's Office, and the Department of Administrative Services.



Jesse Peel

Recruitment – *Elissa Velez*

Responsible for Department activities related to recruitment including outreach to higher education organizations, community resources, and other State agencies to broaden applicant pools. Works closely with all Bureau designees, Office of Communications, and the Office of Equal Opportunity and Diversity to develop effective recruitment programs. Assists with Department-wide projects and implementation initiatives.



Elissa Velez

Family Medical Leave (FMLA) – *Cheryl Starosz*

Responsible for the review, analysis and approval of qualifying FMLA leave and all associated records management. Coordinates with operating units.



Cheryl Starosz

Retirement Counseling – *Marie Rodrigues*

Responsible for retirement counseling, as well as donation of leave time, military leave, and jury duty/subpoenas.



Marie Rodrigues

Office of Operations and Support - *Valerie C. Joyner*

Directs and coordinates the activities performed by the Divisions of Property and Facilities Services, Building Maintenance, Support Services, Purchasing and Materials Management, and Accounts Payable.



Valerie C. Joyner

Division of Property and Facilities Services - Daniel J. Smachetti

Directs and coordinates the activities performed by the Property and Facilities Services', Code Enforcement and Concessions Units.



Daniel J. Smachetti

Code Enforcement Unit – Michael LeBlanc

Oversees the Department's code enforcement program for the construction of all new buildings (as well as repairs and renovations of existing buildings) to ensure conformance with applicable State building and fire codes, and OSHA and ADA requirements. This includes plan review, permit issuance, and code inspection of construction/renovation projects that are undertaken at all the Department's facilities. This Unit is also responsible for all design and inspection activities for all work done under the Department's Minor Capital Program.



Michael LeBlanc

Concessions Operations Unit – Vacant

Provides contractual oversight, administration, and enforcement of the concession agreement that governs the operations at the twenty-three service plazas located on the Governor John Davis Lodge Turnpike (I-95 and I-395) and Merritt and Wilbur Cross Parkways. This includes the administration of an inspection program and revenue monitoring.

Building Maintenance Unit - David A. Hartley

Responsible for the maintenance, repair, and operation of all Department facilities, except those under the jurisdiction of Bradley International Airport, Rights of Way, and Public Transportation. This includes monitoring and controlling energy usage and directing the activities of three regional repair staffs and all building maintenance staff located at the Newington Administration Building. Responsibilities also include the development and implementation of contractual services for building maintenance and custodial functions. Also responsible for the maintenance, service, and repair of underground tanks and fueling equipment for 70 Department-owned facilities, including annual testing requirements.



David A. Hartley

Division of Support Services - Lisa Fazzino

Responsible for the operational functions related to Engineering Records and Reproduction, Printing Services, Mail and Messenger Services, Records Retention Unit, and the Department's Motor Pool of Department of Administrative Services (DAS) leased vehicles.



Lisa Fazzino

Engineering Records and Reproduction - Vacant

Maintains record files of the various construction plans for the State's highways and bridges. Also provides the Department, towns, municipalities, land surveyors, civil engineers, and private citizens with engineering prints and Mylar-polyester film in full-scale print and in a half-scale reduction form, and provides plan sets for bidders for all Capital Improvement Projects advertised by the Department.

Printing Services - Vacant

Responsible for all Department-wide reproduction (up to 11 inch by 17 inch format), as well as, labeling, binding, drilling, padding, and cutting operations.

Mail and Messenger Services – Carolyn Bolorin

Responsible for all of the Department’s incoming and outgoing mail using the services of the U.S. Postal Service, United Parcel Service, and Federal Express. Responsible for sorting, distributing, and routing incoming and inter-office mail, as well as signing for insured, certified, registered, and special delivery mail delivered by the U.S. Postal Service and outside courier services.



Carolyn Bolorin

Motor Pool Leased Operations (Leased Vehicles) – Vacant

Oversees the daily operational functions of the Department’s Motor Pool. Responsible for the acquisition, disbursement, and return of all Department-leased vehicles in accordance with DAS - Fleet Operations procedures and General Letter No. 115. Administers and coordinates the permanent assignment of leased vehicles and enforces policies regarding the proper usage of these vehicles.

Records Retention

Responsible for the filing, retention, retrieval, and disposal of all pertinent agreements, contracts, correspondence, and other public records in compliance with applicable federal and State statutes. This unit is currently assisting with a complete program change involving the creation of a formal records retention policy and an update of all records retention schedules applicable to the Department.

Division of Purchasing and Materials Management - Suzanne Donlon

Directs and coordinates the activities of the Purchasing and Materials Management Units including the activities of the Claims/Insurance Unit and Asset Management Unit. Also responsible for the Accounts Payable Unit.



Suzanne Donlon

Purchasing and Accounts Payable - Kathleen M. Germain

Responsible for the day-to-day functioning of all aspects of the procurement process, reviewing bid and request for proposal documents, recommending and/or making awards, and reviewing and approving the proprietary nature and conformance to contract/purchasing regulations of all Department-issued purchase orders. Also responsible for claims processing and insurance procurement.



Kathleen M. Germain

Purchasing Processing - Vacant

Reviews and approves all e-Procurement Requisitions, On-line Purchase Orders, and Change Orders for commodities and contractual services; dispatches purchase orders and change orders to vendors. Maintains the Core-CT Vendor Profile database. Maintains log of Emergency and Reserve Purchase Orders. Processes the OSC Pre-Audit Approval Requests for procurements over \$1 million. Maintains vendor/contractor bond and insurance records required by the Bid Processing Unit.

Bids - Mary K. Matuszak

Provides a full range of procurement services for commodities and contractual services. Reviews, prepares, and administers bid/proposal/contract documents; recommends to make award decisions; ensures purchase transactions comply with State and federal procurement statutes, regulations and requirements. Advertises and awards small highway construction contracts and public works projects. Processes requests for quotations for rental and purchases of commodities and contractual services in compliance with established General Letter Number 71 authorities. Develops and coordinates bid proposals through the Department of Administrative Services for purchases of commodities and contractual services that exceed General Letter Number 71 authorities. Issues Standardization Transactions to meet Department operational requirements. Maintains contract files and coordinates contract renewal efforts. Also, responsible for the administration and issuance of scheduled term contracts for Materials Management commodities; researches and composes contract specifications, prepares bid and request for proposals; prepares bid tabulations; recommends/makes contract awards; purchases and maintains logistics for salt, and liquid calcium and magnesium chloride for snow and ice operations; and oversees testing to insure material quality compliance.



Mary K. Matuszak

Claims/Insurance - Debra J. Ello

Processes highway and airport liability, fleet aviation and ports, rails and public transportation, and Claims Commissioner claims against the Department.

Procures insurance coverage as per risk management ideals, contractual obligations, loss/risk probabilities and ensures compliance with State statutes. Maintains vendor insurance and bond tracking informational database. Maintains and renews policies as required.



Debra J. Ello

Accounts Payable - Vacant

The primary function of the Accounts Payable Unit is to process the Department's expenditure documents to the OSC. This involves the payment of capital and operating expenditures in excess of \$1 billion annually through the processing of more than 70,000 payment vouchers. This function provides for payments to utility companies, contractors, consultants, and various other suppliers for the commodities and services purchased by the Department.

Accounts Payable monitors the status of all accounts to ensure that adequate funds are available and committed prior to processing related expenditures. Accounts Payable advises operating units if any account has reached the full utilization of funds. In this way, the appropriate budgetary adjustments can be executed without payments being delayed. Through formal directives and informal communication, guidance is provided on the established policies and procedures that dictate the commitment and expenditure process.

Materials Management - Janice A. Snyder

Responsible for the day-to-day functions of all aspects of the Materials Management Administrative, Central Warehouse, Satellite Field Sections, and Fuels Control with regard to their operations, which include the purchasing, storage, and issuing of materials and supplies to all using units within the Department and fuel to all State agencies. Also responsible for the Department's Asset Management System and Surplus Equipment Warehouse operations.



Janice A. Snyder

Materials Management Central Warehouse Administration – Michael Owsianko

Responsible for all administrative activities of the Department's Central Warehouse Operation involving the procurement, disbursement, inventory control, and security of stock items. Provides administrative control over the scrap and salvage program; oversees the transfer of stock from the central warehouse to satellite facilities; maintains material safety data sheet program for stock items; oversees obsolescence program for Stores items; and maintains Stores catalog.



Michael Owsianko

Materials Management Fuels Control – Charlesina Ball

Responsible for the purchase, payment, inventory control, and disbursement logistics of all types of motor vehicle fuel for use in State-owned and operated vehicles and equipment at 70 Department and 16 other State Agency (OSA) fuel facilities. Prepares fuel consumption data and market fuel cost for monthly fuel billing to OSA. Maintains daily and monthly reports on fuel consumption and historical data; and oversees the distribution and usage of commercial gas cards, administers the annual DEP Tier II program, and oversees alternative fuel projects.



Charlesina Ball

Materials Management Field Sections – *Janice A. Snyder*

Responsible for the direct supervision of operations of satellite stockroom facilities. Ensures compliance with purchasing laws and regulations relative to procurement; oversees the proper methods of inventory control, disbursement, and security of Stores items; oversees materials management support for snow and ice operations; acts as liaison with using units in determining Stores items, vendor discrepancies, repetitive purchasing, and various operational issues; and ensures appropriate housekeeping and security of Department stock. The stores facilities are located in Brookfield, Darien, East Haven, East Granby, Higganum, Lisbon, Milford, Old Saybrook, Putnam, Rocky Hill, Waterbury, West Willington, Wethersfield, and Winchester.

Asset Management - *Vacant*

Responsible for maintaining the Department's Asset Management System comprising of capitalized and controllable property; establishes, maintains, tracks, and disposes of asset records in accordance with State and federal policies and regulations. Coordinates the Department's annual physical inventory of all real and personal property. Responsible for the preparation and submittal of the Department's annual financial GAAP Report (CO-59) to the OSC.

Supervises the Department's Surplus Equipment Warehouse Operation that consists of the acquisition, distribution, and disposal of excess furniture, equipment, motor vehicles, stockroom materials and supplies, and other related property. Responsible for registering all Department-owned motor vehicles and vessels; issues and tracks license plates.

Office of External Audits - *Gerald F. Dobek*

In order to assist contract administrators with financial information to close out projects and request final reimbursement from the federal government, this office performs financial and compliance audits in accordance with government auditing standards of consultant's indirect cost rates and agreements between the Department and consultants, utility companies, railroads, municipalities, contractors, concessionaires, and other third party entities. Performs quality control reviews of audit reports prepared by independent CPAs of regional planning agencies, transit districts, and non-profit organizations to ensure compliance with State and/or Federal Single Audit requirements. Provides the Chairperson of the Negotiations Committee with approved indirect cost rates, payroll rates, and eligible direct billable costs that are to be used during the negotiations of consultant agreements. Upon request, provides technical advice to various Department offices relative to compliance aspects contained in their agreements with third party entities and/or to various accounting or other related questions.



Gerald F. Dobek

Administrative Law Unit - *Judith Almeida* - *Laila Mandour*

Responsible for the administrative law process including statutory hearings and final decisions for applicants who wish to begin or expand service in regulated common and contract carrier industries (taxicab, livery, motor bus, intrastate household goods movers). Provides administrative enforcement through citation hearings for violations of regulations concerning the above industries. Provides for administrative hearings and final decisions on highway/railroad crossings and other rail related matters that are required by statute.



Judith Almeida



Laila Mandour

Bureau of Highway Operations
Bureau Chief
Michael W. Lonergan



Michael W. Lonergan

The Bureau of Highway Operations is responsible for the administration and management of the maintenance of the highway and bridge infrastructure program.

Office of Transportation Maintenance – Charles A. Drda

Supervises, directs, and coordinates all activities relating to maintenance of the State highway system. Administers and coordinates all programs and operations of highway-related maintenance activities, including snow and ice removal, on a statewide basis.



Charles A. Drda

District Offices - Each Maintenance district is responsible for all aspects of maintenance in its assigned geographical area, including electrical, signs and markings, bridges, special services, and maintenance planning.

District 1 Maintenance – Alan White



Alan White

District 2 Maintenance - Jeffrey J. Wilson



Jeffrey J. Wilson

District 3 Maintenance – Jack W. Yeomans



Jack W. Yeomans

District 4 Maintenance – Cosmo Ignoto



Cosmo Ignoto

District Sections - Districts are subdivided into highway maintenance sections, each managed by a Maintenance Manager. Each highway maintenance section generally consists of approximately one-half of the total lane miles of highway within the district; six General Supervisors' garages, which are strategically located within the section; Crew Leaders; approximately 140 Maintainers; and the equipment to perform all highway maintenance activities in the section.

Vernon Maintenance Office - Richard Reagan



Richard Reagan



Paul Rizzo

Wethersfield Maintenance Office – Paul Rizzo

Mansfield Maintenance Office – Brian Brouillard



Brian Brouillard



Salvatore Marsico

Old Saybrook Maintenance Office – Salvatore Marsico

New Canaan Maintenance Office – Phillip Zoppi



Phillip Zoppi



Mark Lalla

Wallingford Maintenance Office – Mark Lalla

Southbury Maintenance Office – Steve Moran



Steve Moran



Barry Julian

Winsted Maintenance Office – Barry Julian

Signs and Markings - Responsible for the painting of pavement lines and pavement markings, and the maintenance and installation of regulatory, warning, and guide signs throughout the district.

District 1 - East Hartford Signs and Markings Office – Daniel Witherell

District 2 - Plainfield Signs and Markings Office - William Caron

District 3 - North Haven Signs and Markings Office – Anthony Garafalo

District 4 - Torrington Signs and Markings Office - Frederic Cheney



Daniel Witherell



William Caron



Anthony Garafalo



Frederic Cheney

Electrical - Responsible for the installation and maintenance of traffic signals, highway lighting, overhead sign illumination, bridge navigation lights, and electrical systems on drawbridges, rest areas, and parking lots throughout the district.

District 1 - Hartford Electrical Office – Augie Grazuna

District 2 - Montville Electrical Office – Richard Russo

District 3 - Milford Electrical Office - Gerard McDonald

District 4 - Southbury Electrical Office - David Moriarty



Augie Grazuna



Richard Russo



Gerard McDonald



David Moriarty

Bridge - Each district has a bridge office, which consists of the appropriate personnel and equipment to perform the specialties of bridge maintenance throughout the district. Bridge maintenance performs the inspection of all bridge structures and the maintenance of these structures, including painting, preventative and emergency maintenance of the structure and deck, and other miscellaneous concrete, steel, and carpentry repairs.



Douglas Harris

District 1 - Hartford Bridge Office – Douglas Harris

District 2 - Franklin Bridge Office – William Morrison

District 3 - Milford Bridge Office – William Morrison



William Morrison

District 4 - Torrington Bridge Office – Douglas Harris

Special Services & Planning – Each district has a special services and planning section to perform administrative functions. Planning functions include the maintenance management system, vendor projects, contracts, and budgetary oversight. Special Services include encroachment permit authorizations and inspections, agreements, major traffic generators, traffic and drainage investigations, environmental issues, landscape design and roadside maintenance, claims, safety, and training.

District 1 – Sherri Ruiz-Clark

District 2 – Andrew Morrill

District 3 – Paul Holmes

District 4 – Aron Steeves



Sherri Ruiz-Clark



Andrew Morrill



Paul Holmes



Aron Steeves

Office of Maintenance Operations – Bart Sweeney

Supervises, directs, and coordinates all activities performed by the following Divisions: Maintenance Planning; Special Services; Bridge Maintenance; Highway Operations; and Equipment and Repair.



Bart Sweeney

Bridge Maintenance - Richard Van Allen

Responsible for providing technical guidance, coordination, and oversight for the Statewide bridge maintenance program. Acts as a liaison between the Office of Maintenance Operations and the Offices of Engineering and Construction on all maintenance matters pertaining to State bridges and orphan town road bridges over railroads.



Richard Van Allen

Highway Operations – Harold Decker

Responsible for the existing computerized traffic signal system and its expansion. Also responsible for and has jurisdiction over the development, operation, and maintenance of the Department's traffic management system, including incident management plans, congestion management measures, electronic and traffic management, and advances in smart-highway technology.



Harold Decker

Traffic Signal Installation and Maintenance Unit – Mark Zampini & Don Assard

Provides liaison for the districts and their operational units in matters concerning electrical, signs and markings, and maintenance environmental issues. In addition, is responsible for the signal laboratory and the storm control room.



Mark Zampini



Don Assard

Planning & Special Services – John DeCastro

Responsible for performing administrative and operational functions and coordinates statewide planning and special services functions; liaisons with the four district Special Services/Planning Managers, including the coordination of the annual resurfacing program and snow/ice control-related contracts and material purchases; capital expenditure/funding requests; federal/state contract and regulatory oversight; legislation review; and matters concerning labor relations; safety and training. Responsible for storm room, storm monitors and Emergency Management coordination.



John DeCastro

Equipment Repair – James Chupas

Manages and coordinates all activities performed by the Machine Shop and repair garages.



James Chupas

Machine Shop - Portland – *Keith Bengston*

Responsible for the manufacturing of specialized items not common on the open market. Rebuilds major automotive components for the Bureau of Highway Operations, as well as the Bureau of Aviation and Ports.



Keith Bengston

Brookfield Repair Garage – *Gary Thorne*

Colchester Repair Garage - *Martin Korineck*

Darien Repair Garage - *Michael Staff*

East Granby Repair Garage – *Gregory Bolton*

East Haven Repair Garage - *Jorge Valentin*

Milford Repair Garage – *Steve Lozyniak*

Old Saybrook Repair Garage – *Craig Fargo*

Putnam Repair Garage – *Palmer Lathrop*

Waterbury Repair Garage – *Kevin Krusewski*

West Willington Repair Garage – *Scott Koprek*

Wethersfield Repair Garage – *Michael MacDougall*

Winsted Repair Garage – *Dwight VanDeusen*



Gary Thorne



Martin Korineck



Michael Staff



Gregory Bolton



Jorge Valentin



Steve Lozyniak



Craig Fargo



Palmer Lathrop



Kevin Krusewski



Scott Koprek



Michael MacDougall



Dwight VanDeusen

Mobile Radio Operation – *Ronald Constant*

Responsible for the maintenance, repair, and installation of all mobile radio units, as well as base stations.



Ronald Constant

Traffic Services - Rocky Hill - Sign Shop – *John DeCastro*

Responsible for manufacturing signs and general wood fabrication projects.

Bureau of Policy and Planning

Bureau Chief

Thomas J. Maziarz

Develops program and policy direction to address the State's transportation needs. Evaluates improvements and their impacts upon the State's socio-economic and environmental resources and assists in the development of the Department's capital program to best address the needs within financial constraints. Provides administrative direction for the operation of the Bureau.



Thomas J. Maziarz

Policy and Planning – Thomas J. Maziarz

Directs and coordinates the activities of the Office of Policy and Planning.

Office of Policy and Planning – Robbin L. Cabelus

Directs and coordinates the activities of the Divisions of Roadway Information Systems; Coordination, Modeling & Crash Data; Strategic Planning & Projects; Environmental Planning; and Highway Safety.



Robbin L. Cabelus

Division of Roadway Information Systems – Michael J. Connors

Collects, processes, stores, and distributes Connecticut roadway traffic volumes associated with State and local public roadways. These data are utilized for program and project development, for input to various federal, State, municipal, and other public- and private-sector reports, and form the basis for developing traffic projections. In addition, weigh-in-motion is performed using permanent and portable sensors which are used to collect information relative to the weight of the trucks using the State's roadway system.



Michael J. Connors

Prepares forecasts of travel demand based upon socioeconomic, demographic, and transportation system characteristics; analyzes the current and future levels of service/congestion, transit usage, air quality, and traffic volume based upon existing and future transportation plans and programs; determines and maintains the functional classification of the State road system; provides computer support to the Bureau and geographic information systems services to the Department.

Division of Coordination, Modeling, & Crash Data – Maribeth C. Wojenski

Develops, maintains, and coordinates federal approval of the State Transportation Improvement Program and periodic revisions; coordinates the development of air quality conformity reports with regional planning organizations and local officials. Reviews and coordinates comments on state transportation-related legislation and regulations.



Maribeth C. Wojenski

Coordinates the regional planning organizations' planning efforts to insure that the planning process is conducted in accordance with the requirements of federal laws and regulations. Coordinates the development of transportation plans and programs with the regional planning organizations. Coordinates the Department's review and provision of input on draft plans developed by other state agencies, municipalities and by neighborhood revitalization zone committees.

Prepares forecasts of travel demand based upon socioeconomic, demographic, and transportation system characteristics; analyzes the current and future levels of service/congestion, transit usage, air quality, traffic volume based upon existing and future transportation plans and programs; determines and maintains the functional classification of the state road system; provides computer support to the Bureau and geographic information systems services to the Department.

Collects, processes, stores and distributes Connecticut roadway accident data associated with state and local public roadways. These statistics are utilized for program and project development, for input to various federal, state, municipal and other public- and private-sector reports, and form the basis for developing traffic projections.

Division of Strategic Planning & Projects – *Colleen A. Kissane*

Develops Department-wide policies, principles, and best practice methods for improving resource allocation and utilization decisions; implements Transportation Asset management principles, practices and policies to effectively and efficiently maintain, preserve, manage and upgrade Connecticut's transportation infrastructure; prepares and posts quarterly performance measures for all Bureaus; compiles an inventory from all operating Bureaus in order to analyze the condition of the Department assets. Including but not limited to roadways, structures, capital facilities, rail, bridges, ports, rest areas, and commuter lots. Analysis could include tracking the performance/deterioration of resources, researching strategic tradeoffs between preservation, operations, and capacity expansion, choosing materials, construction methods, and preservation/maintenance approaches. Reviews State and federal transportation-related legislation and regulations; develops, publishes, and distributes the State Long-range Transportation Plan.



Colleen A. Kissane

Prepares forecasts of travel demand based upon socioeconomic, demographic and transportation system characteristics; analyzes the current and future levels of service/congestion; transit usage; traffic volumes based upon existing and future transportation plans and programs; and administers the expansion and maintenance of the Department's commuter parking lot program.

Performs studies on all modes of transportation and oversees the Transportation Enhancement and Safe Routes to School programs. The transportation modes include transit, highway, aviation, maritime, freight, and bicycle and pedestrian. Conducts corridor needs assessments and alternatives analyses for all transportation modes, and develops near-and long-term implementation plans that can guide Connecticut's transportation infrastructure improvements over the next 20 years; prepares and evaluates highway location conceptual plans and layouts; conducts transit planning studies; evaluates transit alternatives; conducts port and ferry studies; plans and coordinates the development of bicycle and pedestrian facilities; develops master plans for state-owned airports and conducts other aviation planning activities.

Division of Environmental Planning – Mark Alexander

Develops and administers policy on environmental issues (e.g. noise, climate change, cultural, natural and water resources) affecting the Department's programs and projects; prepares and oversees environmental documents required by the State and federal laws and regulations. These documents include transportation, noise, and historic/archaeological studies; State and federal water resources permit applications for Department projects. This office also performs environmental surveillance of construction activities to ensure compliance with permits; acts as liaison with State and federal regulatory agencies regarding environmental issues and the State Historic Preservation Office regarding cultural resources.



Mark Alexander

Highway Safety – Joseph Cristalli

Develops the Annual Highway Safety Plan and the Annual Highway Safety Report, which ensures compliance with Department policies, National Highway Traffic Safety Administration guidelines, and relevant State and federal laws and regulations; establishes problem identification, and formulates goals and objectives for transportation safety.



Joseph Cristalli

Coordinates the highway safety grant management initiatives for the problem identified areas of impaired driving, public information and education, work zone safety and highway safety related legislation, police traffic services, occupant protection, and child passenger safety and traffic records; administers the Highway Safety grant program, which requires research, needs analysis, literary and regulatory review and evaluation to identify problems, and develops effective countermeasure priorities to comply with federal regulations and State needs, for prioritization of activities and concentration of efforts and resources.

Coordinates the Connecticut Rider Education Program, a statewide motorcycle safety-training program, which includes planning and development of program policies, training schedules, instructional procedures, and curriculum planning.

Collects and analyzes data for program areas, develops objectives and goals, and evaluates standards for projects and program areas; facilitates the grant process by providing technical support and offers assistance to grantees; reviews and evaluates proposals from prospective grantees to assure appropriate fund allocation and conformance with federal and State regulations, objectives, and goals, and makes funding recommendations; monitors projects for conformance with reporting requirements, budgetary parameters, and program efficiency.

Bureau of Public Transportation
Bureau Chief
Vacant

Maintains ownership, oversight, and administrative control of all Public Transportation operating services and required supporting infrastructure. Accountable for administering the programs and operations of the Bureau of Public Transportation including the Department's commuter rail services, fixed route bus services, express bus services, para-transit services, ridesharing programs, and any other public transportation services, as necessary. These operations include two major rail commuter lines; 17 State-owned or funded transit districts; regulation of taxi, livery, and rail freight operations; intrastate private bus systems; and provision of transportation demand management programs such as carpooling, vanpooling, telecommuting, etc., through independent contractors.

Office of Rail – *Carl Jackson*

Responsible for operations of the New Haven Line and Shore Line East commuter rail services including operational planning, rail fare policies and structure, fare increase revenue projections, ridership data bases, and schedule changes; administering the capital programs for the Connecticut portion of the New Haven Line, Shore Line East, and Connecticut-owned rail freight lines; coordination of the New Haven Line and Shore Line East marketing programs with contract rail operators and ridesharing brokerages; conducting rail planning studies; and the coordination of office activities with federal, State, regional, local, and railroad officials. Oversees the Operations and Intermodal Design and Construction Units.



Carl Jackson

Operations – *Richard Jankovich*

Responsible for the day-to-day operations of the New Haven Line and Shore Line East commuter rail service in conjunction with contract service providers (Metro-North and AMTRAK) which includes analysis, investigation, and resolution of New Haven Line and Shore Line East service problems or proposals relating to schedules, fares, equipment, and operations in general; the property management function for State-owned rail rights-of-way; providing the project management of rolling stock remanufacture and acquisitions; in addition to providing oversight of all maintenance of equipment and rights-of-way maintenance activities. Responsible for development and completion of the State Rail and Fleet Management Plans.



Richard Jankovich

Intermodal Design and Construction – *John Bernick*

Responsible for providing the project management function for all rail capital projects including project initiation, engineering and design, contracts and agreements, construction inspection, and invoice review. Develops and implements rail infrastructure renewal and capital maintenance programs with operating railroads. Assists with the development of long- and short-range capital project budgets and schedules.



John Bernick

Security/Special Projects - *Brenda Jannotta*



Brenda Jannotta

Office of Transit and Ridesharing - Michael A. Sanders

Directs and coordinates bus planning, marketing, contract development, and operations monitoring of bus and ridesharing activities Statewide; administers regulation and enforcement activities for intrastate common carriers; and assists with the development and implementation of the bus capital program.



Michael A. Sanders

State Transit Development and Support Services - Ricardo L. Almeida

Oversees all public transit and para-transit service operations Statewide; directs bus service planning activities; conducts mandated Statewide planning activities for federal programs for low-income workers, seniors, and people with disabilities; manages programs that provide capital and operating grants to towns and human services agencies; and develops and submits plans for FTA New Starts projects.



Ricardo L. Almeida

Program Design and Project Implementation – Lisa Rivers

Oversees implementation of bus capital projects. Oversees all operating and service contracts, as well as program activities in ridesharing, transportation demand management, and marketing. Oversees regulation of motor bus, taxi, livery, “for hire” motor carriers, and household goods (trucking), which includes the licensing, rate setting, and disciplinary actions that may be taken against such motor carriers.



Lisa Rivers

Community Advocacy and Regulatory & Compliance – Felipe Briseno



Felipe Briseno

Capital Projects Implementation - Philip Scarrozzo



Philip Scarrozzo

Maritime Operations - Vacant

Responsible for the operation of the Connecticut River Ferries, overseeing the operation of the State Pier, providing technical assistance to harbormasters, and reviewing harbor management plans, as well as licensing marine pilots. Also serves as liaison between the State and private entities including the Connecticut Maritime Commission. This office also provides support for the Department's responsibility to serve as a "proponent agency" for dredging projects in the State. Oversees and participates in the activities of the Marine Terminal Operator, and assists in the planning and development of the port facility.