

Capitol Region Council of Governments

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Policy Board Meeting
Former MIRA Trash Museum, 211 Murphy Road, Hartford, CT
Wednesday, April 26, 2017
12:00 p.m.

Members and Alternates

Melissa Appleby
Alex Beaudoin
Chair Chip Beckett
Garry Brumback
Jon Colman
John Elsesser
Joan Gamble
Matt Hart
Leslee Hill
Scott Kaupin
Chris Kervick
Dave Kilbon
Marcia Leclerc
Robert Lee
Christina Maihos
Dave Nagel
Nancy Nickerson
Brandon Robertson
Scott Shanley
Peter Souza
Joyce Stille
Ron Van Winkle
John Ward
Steve Werbner

Town/Organization

Simsbury
Hartford
Glastonbury
Southington
Bloomfield
Coventry
Bloomfield
Mansfield
Canton
Enfield
Windsor Locks
East Granby
East Hartford
Plainville
Willington
Newington
Farmington
Avon
Manchester
Windsor
Bolton
West Hartford
Vernon
Tolland

Staff

Cheryl Assis
Winsome Barnaby
Jennifer Carrier
Mary Ellen Kowalewski
Pramod Pandey
Cara Radzins
Brittany Stephenson
Lyle Wray

CRCOG
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CRCOG
CRCOG

Pauline Yoder

CRCOG

Guests

Cal Hauburger
Kathie Lutz
Rebecca Nolan
Grayson Wright

Plainville
RSL
Metro Hartford Alliance
CTDOT

Roll Call

1. Call to Order: With a quorum present, Chair Chip Beckett called the meeting to order at 12:05pm.

2. Public Comment

There were no public comments.

3. Adoption of Minutes from March 22, 2017 Policy Board Meeting

Chair Chip Beckett requested a motion to adopt the minutes.

Jon Colman made a motion to adopt the minutes of the March 22, 2017 Policy Board meeting. Dave Kilbon seconded. Motion carried unanimously.

4. Monthly Reports

a. Chair and Executive Director Report

Executive Director Lyle Wray provided this update to the Board. He asked if the Board had any questions regarding his monthly report. There were no questions.

b. Metro Hartford Alliance

Rebecca Nolan provided this update to the Board. She highlighted CT Export Week and the Alliance's involvement. The Alliance continues to partner with various countries, including Germany and Brazil. She mentioned the organization is working with economic staff of CRCOG towns regarding domestic business attractions. She was unable to report information on Aetna team and its progress due to confidentiality but would report to their Board the support of CRCOG in its efforts.

c. Opportunities and Resources

Lyle Wray provided this update to the Board. He shared with the Board information on an available state TOD grant. The plan is to put a request out to the towns to gauge interest. Information will be forwarded to member towns. Applications are due June 23rd.

d. Policy and Planning Department

Mary Ellen Kowalewski provided this update to the Board. She highlighted the requirements for the state TOD grant application and discussed the brainstorming meeting held yesterday. CRCOG is interested in filling in the gaps. The ability to do advanced scenario planning is lacking in the region and an effort to expand on this activity was suggested. She will be reaching out to economic development individuals in May to test ideas and see if communities are interested in partnership. The Board was encouraged to check out “Envision Tomorrow Plus” (<http://envisiontomorrow.org/scenario-planning-with-et/>). She also stated that the policy and planning department would be distributing sustainability awards again at the annual CRCOG luncheon. She briefly outlined award requirements. More information will be distributed next week.

e. Municipal Services and Purchasing Council

Peter Souza provided this update to the Board. The qualified vendor list for services related to the crumbling concrete foundations has been updated. Also, CRCOG staff prepares savings reports for member towns annually. There were \$1.8 million dollars in savings this year through the Purchasing Council.

f. Public Safety and Homeland Security

Joyce Stille provided this update to the Board. There has been a slight increase in the homeland security funds received by CRCOG. She also encouraged attendance at the CRCOG-sponsored social media training event on May 3rd at the Wethersfield Police Department.

g. Transportation Committee

Jon Colman provided this update to the Board. He highlighted action items on the agenda, including the memo on draft Unified Planning Work Program. He mentioned the MPO appointment recommendation for David Lee, General Manager of CTtransit, to serve. Mayor Gamble (Bloomfield) has agreed to expand her current role on the Policy Board to serve as a representative for the Greater Hartford Transit District (GHTD). CRCOG by-laws will need to be revised to accommodate these appointments.

5. Action: Authorizing Resolution to Adopt the Public Participation Plan

Cara Radzins provided this presentation to the Board. The plan was last updated in 2007. Updates include changes to the contact information and the appendix. The resolution allows for adoption of the Public Participation Plan.

Jon Colman made a motion to adopt the plan. Dave Kilbon seconded. Motion carried unanimously.

6. Action: Authorizing Resolution to Endorse the Comprehensive Transit Service Analysis Study

Cara Radzins presented this item to the Board. The Comprehensive Transit Service Analysis Study is nearing completion. The resolution allows for endorsement of the study inclusive of the Executive Summary dated November 2016 and the Final Report dated March 2017.

Jon Colman made a motion to endorse the Comprehensive Transit Service Analysis Study. Joyce Stille seconded. Motion carried unanimously.

7. Action: TIP Amendments

Jennifer Carrier presented this item to the Board. There are two amendments: replace highway signs and supports on CT 9 and CT 72 and statewide transportation demand management. The transportation committee has previously endorsed these amendments.

Jon Colman made a motion to adopt the amendments. Dave Kilbon seconded. Motion carried unanimously.

8. Action: LOTCIP 2017 Selection Policy

Jennifer Carrier presented this item to the Board. CRCOG staff has developed a draft solicitation policy. Phase 1 Request for Proposals is expected to be made in May followed by a staggered Phase 2 General Project solicitation, allowing municipalities with limited resources additional time and also allows time for finalization of the state budget. The transportation committee has previously endorsed this resolution.

Jon Colman made a motion to endorse the solicitation. Dave Kilbon seconded. Motion carried unanimously.

9. Action: LOTCIP Resolution for On-Call 3

Jennifer Carrier presented this item to the Board. CRCOG administers LOTCIP projects in cooperation with member towns. There are currently two consultant firms that assist CRCOG with tasks related to administering the LOTCIP program which will have existing agreements extended. The resolution allows CRCOG Executive Director to enter into contract and act on behalf of CRCOG on contractual instruments with a third consultant firm, On-Call 3. The transportation committee has previously endorsed this resolution.

Jon Colman made a motion to authorize the resolution. Joyce Stille seconded. Motion carried unanimously.

10. Action: Resolution Authorizing Contractor Award for Electronic Document Management System

Pauline Yoder presented this item to the Board. CRCOG has received a state grant to create an electronic document management system. CRCOG published a request for proposals to establish a contract. PRIME AE Group has been selected to provide services. The resolution allows CRCOG Executive Director to act on behalf of CRCOG regarding contractual instruments with the selected company.

Jon Colman made a motion to authorize the resolution. Joyce Stille seconded. Motion carried unanimously.

11. Action: Resolution Authorizing Execution of Planning Services Contract for Capitol Region Complete Streets Inventory

Mary Ellen presented this item to the Board. CRCOG received a grant in the amount of \$450,000 in order to fund the creation of a complete streets inventory, assessment, and action plan for the CRCOG region. CRCOG conducted a request for proposals to provide consultant services to assist with the project. The firm selected is Fitzgerald & Halliday, Inc. The resolution allows for CRCOG Executive Director to act on behalf of CRCOG regarding contractual instruments with the selected firm.

Joyce Stille made a motion to authorize the resolution. Jon Colman seconded. Motion carried unanimously.

12. CRCOG Budget Update

Lyle Wray provided this updated to the Board. He outlined CRCOG's FY2016-2017 accomplishments, FY2017-2018 goals, and FY2017-2018 budget assumptions. The outlook for FY2019-2020 is challenging and staff recommends review and mitigation measures as necessary beginning FY2018-2019. The entire budget will be presented to the Board for a vote at a later date.

13. 2017 Legislative Update

Kathie Lutz provided this update to the Board. The Appropriations Committee failed to pass their plan yesterday. The committee cancelled a meeting set for yesterday and their deadline is tomorrow at 5pm. No bills have been moved through that committee and there is an enormous backlog. Uncertainty remains regarding the state budget.

14. Other Business

The town of West Hartford has selected Matthew Hart as the incoming town manager as Ron Van Winkle will be retiring. Hart will begin on July 31st.

Lyle Wray reminded the Board of CRCOG's upcoming annual luncheon on June 8th at noon at the Dunkin Donut Park.

15. Adjournment

With no further discussion items, Chair Chip Beckett requested a motion to adjourn.

Jon Colman moved to adjourn meeting. Nancy Nickerson seconded. Motion carried unanimously. The meeting adjourned at 1:12pm.

DRAFT