

Policy Board Meeting
MIRA, 211 Murphy Road, Hartford, CT
Wednesday, September 27th, 2017
12:00 p.m.

**DRAFT UNITL
ENDORSED BY THE
COMMITTEE**

Members

Brandon Robertson
Joan Gamble
Joyce Stille
Mark Walter
John Elsesser
Marcia Leclerc
Lori Spielman
Scott Kaupin
Nancy Nickerson
Vicki Shotland
Dr. Chip Beckett (Chair)
John Ward
Alex Beaudoin
Luke Bronin
Scott Shanley
Paul Shapiro
Dave Nagel
Robert Lee
John Mehr
Lisa Heavner
Garry Brumback
Steve Werbner
Matt Hart
Jeff Bridges
Christina Mailhos
Peter Souza
Chris Kervick

Town/Organization

Avon
Bloomfield
Bolton
Columbia
Coventry
East Hartford
Ellington
Enfield
Farmington
GHTD
Glastonbury
Granby
Hartford
Hartford
Manchester
Mansfield
Newington
Plainville
Rocky Hill
Simsbury
Southington
Tolland
West Hartford
Wethersfield
Willington
Windsor
Windsor Locks

Guests

Kathie Lutz
Grayson Wright
Randy Collins
Sadie Cokcord
Wendy Gamba
Brittany Reed
Liz Saunders
Alex Johnson
Jay Williams

RSL
CTDOT
CCM
CERC
CWP
CWP
CWP
CWP
HFPG

Staff

Cheryl Assis	CRCOG
Hedy Ayers	CRCOG
Winsome Barnaby	CRCOG
Jennifer Carrier	CRCOG
Mary Ellen Kowalewski	CRCOG
Dr. Lyle Wray	CRCOG
Karen Stewartson	CRCOG
Pauline Yoder	CRCOG

Roll Call

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

2. Public Comment

There were no public comments.

3. Adoption of Minutes from May 24th, 2017 Policy Board Meeting

Dr. Beckett requested a motion to adopt the minutes.

Marcia Leclerc made a motion to adopt the meeting minutes of the May 24th, 2017 Policy Board meeting, seconded by Joyce Stille. Motion carried unanimously.

4. Monthly Reports

a. Chair and Executive Director Report

Dr. Beckett mentioned to the Committee that Oz Griebel is leaving Metro Hartford Alliance and they are in the process of filling the position. Dr. Beckett mentioned that a survey was sent out to the towns. Marcia Leclerc mentioned that the survey was limited, and self-serving. Dr. Wray mentioned he would provide contact information for the consultant involved so members can give more in-depth comments regarding Metro Hartford Alliance.

Dr. Wray provided highlights from the monthly report including the following items: CRCOG's healthcare costs were going to rise 28% but through changing providers, the increase was only 8% and manageable. In addition, the Online Permitting program now has 41 municipalities. He asked if the Board had any questions regarding his monthly report. There were no questions.

b. Metro Hartford Alliance – There were no updates from the Metro Hartford Alliance.

c. Opportunities and Resources- Lisa Heavner spoke about DECD and Amazon's RFP for its second headquarters and DECD's response and the roles of CRCOG, Metro

Hartford Alliance and others. Ms. Heavner said it was a good opportunity to understand what is needed to have a large corporation come to Connecticut, and stressed to DECD that the response should be regional in nature, not necessarily single municipality or site specific. Ms. Leclerc mentioned that East Hartford had responded but the request was limited to items 1-5 and the narrative extremely brief. There was a discussion on the need to “sell the state”. Dr. Wray mentioned that Amazon wasn’t site focused, but asset and workforce focused. Dr. Wray also mentioned the packet includes Comprehensive Economic Development Strategy (CEDS) timeline with three focus areas: situational analysis, identifying opportunities and game changers, determining organizational capacity to create a community process that can be sustained for the long term.

d. Capital Workforce Partners- Alex Johnson provided the Committee with updates regarding CWP, including implications of the budget on CWP which impacted the summer/youth employment program. Job First Services have been kept open but the ultimate outcome for those services are unknown with the current budget situation.

e. Municipal Services and Purchasing Council- Peter Souza provided this update to the Board.

- CRCOG and CCM launched the FY 2017-2018 Municipal Salary Survey at CTMunicipalData.org the due date is October 31st. The updated survey captures new benefit information, allows towns to upload union contracts, and comes with enhanced reporting capabilities.
- CRCOG, CCM and Pullman and Comley will be hosting a training session entitled Understanding Municipal Personnel File Management: The training session is on Friday, October 20th from 9-12 Noon at South Windsor Town Hall. Visit CCM’s website to register.
- The CRPC Annual Meeting will be held on Tuesday October 24th, 2017. The meeting will share information on emergency procurement and cybersecurity.
- Municipal Services Committee has been discussing regional assessment and Dial-a-Ride as areas of services to explore for potential sharing or savings.

f. Policy and Planning

Ms. Mary Ellen Kowalewski provided four new projects that were kicked off during the summer to the Board.

1, Regional Complete Streets Inventory, Assessment, & Master Plan

- CRCOG’s Consultant has begun work on this project
- There is a handout regarding the first public engagement pop-up events. The purpose is to inform a broad range of citizens about the study, and to start to get input which will help build our vision for a comprehensive complete streets network in the region.

- CRCOG just completed the 2017 Bike-Ped Count. This year, we were able to count at 70 locations in 27 municipalities
- Tim Malone and Emily Hultquist are the lead staff on this project.

2. Capitol Natural Hazards Mitigation Plan

- We are ready to begin the 2019-2024 update of the Capitol Region Natural Hazards Mitigation Plan, which will include all 38 of our municipalities
- Adoption of the plan also makes participating communities eligible for certain FEMA pre-disaster mitigation grants that can help with the implementation of strategies Lynne Pike DiSanto is Leading this Project

3. Metro Hartford Comprehensive Economic Development Strategy

- Dr. Wray reported on this effort, and there was a background memo in the meeting package
- Tim Malone is managing this project, with support from other Policy and Planning staff

4. Next Steps in Engaging Anchor Institutions in TOD--RPIP

- Completing the RFP for this project now, which will be carried out by both CRCOG staff and consultants
- Will create some new communication tools to help CRCOG and Town explain the economic and quality of life benefits of TOD in relation to various business sectors of our economy
- Map the relationship of the Hartford Line Rail Stations and CTfastrack Stations to anchor institutions, major employers and other cultural and educational assets
- Assemble resources we already have into a more user-friendly toolkit
Emily Hultquist and Mary Ellen will be leading this project

5. Brownfields

- Assessment
 - Will be wrapping up our DECD and EPA Brownfields Assessment Grants over the next 3 months
- EPA Brownfields Subgrant and Revolving Loan Fund for Remediation
 - \$750,000 available
 - A formal request for applications will be issued today or tomorrow
 - Utilizing a two-part application process:
 - Part A—Information Required to Determine Property Eligibility
 - If eligible, town or private property owner will be asked to submit Detailed Project Information on proposed work, budget, and other factors
- EPA has announced a new round of funding and CRCOG plans to apply for an Assessment Grant and will determine interest in applying for RLF funding.

g. Public Safety and Homeland Security- Ms. Joyce Still said a Table Top Exercise for a coordinated attack was being held at West Farms Mall in Farmington, CT. Also a resolution would be presented to the board for action on Authorizing CRCOG Executive

Director to Submit a Spending Plan and Enter into Memorandum of Agreements in Regard to the FY 2017 Federal Homeland Security Grant Funding for DEMHS Region 3.

h. Transportation Committee- Ms. Carrier mentioned that Vicki Shotland has joined the MPO board. She also spoke about the Bylaw Changes to meet FHWA Requirements that would be acted on at today's meeting. The LOTCIP CRCOG Fiscal Year 2017 Year end Overview was also discussed. (This was handed out to the Committee). At the Transportation meeting on Monday September 25th, 2107 four towns were awarded for their hard work on projects through the LOTCIP Program. The towns were Coventry, Enfield, Rocky Hill and Windsor.

h. Presentation/UPDATES

Introduction of Mr. Jay Williams, President for Hartford Foundation of Public Giving. Dr. Wray introduced Mr. Jay Williams, President of the Hartford Foundation of Public Giving to the Committee. Mr. Williams who was the Mayor from Youngstown, Ohio talked about his background in Economic Development at the local level throughout his career. He mentioned that one of HFPG's his priorities is focusing on Education and having HFPG be more nimble, creative and accessible. He mentioned he is looking forward to meeting and working with each elected officials in each towns in the Hartford Region.

ACTION ITEMS:

5. Action: Preliminary Approval of By Law Changes to meet FHWA Requirements

Ms. Carrier provided some updates on the By Law changes to meet FHWA Requirements. Final endorsement will be done at the October 18th Policy Board Meeting.

Scott Shanley made a motion to adopt the Preliminary Approval of By-Law Changes to meet FHWA Requirements. Joyce Stille seconded. Motion carried unanimously.

6. Action: Resolution Authorizing Grant Acceptance with Department of Housing for the Crumbling Foundations Testing Program.

There was some discussion and questions regarding the testing program and the limitations and restrictions of the program.

Joyce Stille made a motion to endorse the Grant Acceptance with Department of Housing for the Crumbling Foundations Testing Program. Scott Shanley seconded. Motion carried unanimously.

7. Action: Resolution Authorizing Planning Services Contract for the Update of the Capitol Region Natural Hazards Mitigation Plan

John Elsesser made a motion to adopt the Planning Services Contract for the Update of the Capitol Region Natural Hazards Mitigation Plan. Marcia Leclerc seconded. Motion carried unanimously.

8. Action: Resolution Authorizing Amendment 2 to Professional Services Agreement By and Between the Capitol Region Council of Governments and Tighe & Bond, Inc. for Qualified Environmental Professional Services.

Joyce Stille made a motion to adopt Amendment 2 to Professional Services Agreement By and Between the Capitol Region Council of Governments and Tighe & Bond, Inc. for Qualified Environmental Professional Services. Scott Shanley seconded. Motion carried unanimously.

9. Action: Resolution Authorizing Amendment to contract between CRCOG and Connecticut Center for Advanced Technology (CCAT)

Joyce Stille made a motion to Authorize Amendment to contract between CRCOG and Connecticut Center for Advanced Technology (CCAT) Joyce Stille seconded. Motion carried unanimously.

10. Action: Resolution Authorizing Support for Amazon Headquarters in CT.

Peter Souza made a motion to authorize Support for Amazon Headquarters in CT. Lori Spielman seconded. Motion carried unanimously.

11. Action: Resolution Authorizing SHSGP FY 17

Lori Spielman made a motion to Authorize SHSGP FY 17. Scott Kaupin seconded. Motion carried unanimously.

12. TIP Amendments- There are no TIP amendments for action.

13. Storrs Express Bus Service- Ms. Carrier briefed the Committee on the Storrs Express Bus Service (Route 913) that began operating on August 13 between Hartford and Storrs Center with stops including Buckland Hills and the Tolland Park and Ride lot. The route offers connections to CT *fastrak* (Sigourney Street), CT *transit* local and express service, Union Station, Windham Regional Transit District, and UConn Transportation services. The route operates hourly from approximately 6:00 am to Midnight, Monday through Saturday, and on Sunday from 7:00 am to 8:00pm. Ms. Carrier noted that the route has been well received with more than 11,000 riders in the first six weeks of service, and preliminary numbers are showing increased ridership on Fridays into Hartford, which could indicate that students are using the service to get off campus for the weekend. Ms. Carrier stated that CRCOG will monitor this service and keep the Committee updated with notable information.

14. Transportation Safety and Improvement Study – UConn Hartford Campus

Ms. Carrier updated the Transportation Safety and improvement Study indicating that a draft version of the final report was produced September 1, 2017 and has since been available for comments on CRCOG's web-site. Ms. Carrier mentioned comments are due by Monday October 2nd, 2017.

15. Regional Futures Initiative Update

Dr. Wray briefed the Committee that on August 9th 2017 at the Executive Committee Meeting the board agreed that CRCOG would carry out a listening tour with key community leaders on a proposed Regional Futures Initiative (RFI) and bring results of these conversations back for further consideration at a meeting after the November 2017 elections. Dr. Beckett encouraged town managers to request the chief elected officials attend the special luncheon meeting in November.

16. 2017 Legislative Update- Ms. Kathie Lutz discussed the hospital tax and the potential for an extension some time into October, but not past October 15th. Ms. Lutz mentioned that a budget may not be in place for this year, and that the Governor is now in control of the disbursement of funds. Various possibilities, options and status of towns were discussed by members regarding the budget and the challenges faced by the members as a result of the uncertainty.

17. Other Business- There was no other business discussed

18. With no further discussion items. Chair Dr. Becket requested a motion to adjourn. The meeting was adjourned at 1:35 pm.