

# Capitol Region Council of Governments

241 Main St., Hartford, CT 06106  
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**Policy Board Special Meeting**  
**CRCOG Offices, 241 Main Street, 3rd Floor Board Room, Hartford, CT 06106**  
**Wednesday, October 24, 2018**  
**12:00 pm**  
**DRAFT UNTIL APPROVED**

## Members and Alternates

Joe Higgins  
Chris Edge  
Jon Colman  
Joyce Stille  
Mark Walter  
Dave Kilbon  
Marcia Leclerc  
Lori Spielman  
Peter Falk  
Nancy Nickerson  
Vicki Shotland  
Chip Beckett  
John Ward  
Alex Beaudoin  
Derrick Kennedy  
Scott Shanley  
Erin Stewart (via phone)  
Robert Lee  
John Mehr  
Robert Phillips  
Steve Werbner  
Matt Hart  
Peter Souza  
Chris Kervick

## Town/Organization

Andover  
Berlin  
Bloomfield  
Bolton  
Columbia  
East Granby  
East Hartford  
Ellington  
Enfield  
Farmington  
GHTD  
Glastonbury  
Granby  
Hartford  
Mansfield  
Manchester  
New Britain  
Plainville  
Rocky Hill  
Southington  
Tolland  
West Hartford  
Windsor  
Windsor Locks

## Staff

Cheryl Assis  
Winsome Barnaby  
Kimberly Bona  
Tim Malone  
Lynne Pike-DiSanto  
Lyle Wray  
Pauline Yoder

CRCOG  
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**Guests**

Maureen Lawrence  
Grayson Wright  
David Griggs  
Kathie Lutz

CTDOT  
CTDOT Dept. Coordinator  
Metro Hartford Alliance, CEO  
Rome, Smith and Lutz

**1. Call to Order:** Chairperson Marcia Leclerc called the meeting to order at 12:03 pm.

**2. Public Comment:** None.

**3. Approval of Minutes from September 12, 2018:**

Chairperson Marcia Leclerc requested a motion to adopt the minutes.

**Dave Kilbon made a motion to approve the Policy Board Meeting minutes from September 12, 2018. Jon Colman seconded the motion and it carried unanimously.**

**4. Correspondence/Handouts:**

- 2018 “State of the Region” Conference

Dr. Lyle Wray stated that the 2018 New England Knowledge Corridor “State of the Region” Conference is tomorrow, Thursday, October 25<sup>th</sup> at the Infinity Music Hall, 32 Front Street, Hartford, CT. There will be a keynote presentation by Mark Maybury, Chief Technology Officer Stanley Black and Decker. The program begins at 8 am. There will be networking and coffee at 7:15 am.

- Municipal Wage and Hour Law with General HR Q&A Session

Dr. Lyle Wray stated that CRCOG and CCM have partnered with Pullman and Comley, LLC law firm to create a collection of model HR documents which will be presented at the “Municipal Wage and Hour Law with General Human Resources Q&A” on Thursday, November 8, 2018 at the Rocky Hill Town Hall, 761 Old Main Street, Rocky Hill, CT 06067. The program will begin at 9 am.

- Panel Discussion: Connecticut’s Fiscal Future

Dr. Lyle Wray stated on Thursday, November 15, 2018, at UConn Hartford Jim Smith, Co-Chair of the CT Fiscal Stability and Economic Growth Commission will speak about the work of the Commission and their recommendation of a revenue reworking of the tax system. Responses will be provided by UCONN Professor of Public Policy Mark Robbins, and West Hartford Town Manager, Matthew Hart.

Mayor Leclerc commented on the Connecticut Apprenticeship Initiative 50 million dollar legislative act awaiting Bond Commission consideration. She asked Dr. Wray to follow

up on the status of the effort and to determine whether a meeting of involved parties would be helpful.

Dr. Wray spoke about the Transportation STF Lockbox Ballot handout and explained CRCOG has shown support for the STF Lockbox in the past. Question #1 on the ballot will be about the STF.

## **5. Monthly Reports:**

### **a. Chair and Executive Director Report**

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

Dr. Wray informed the Board that he attended the German East Coast Industry Forum at Upward on October 12<sup>th</sup> with several CRCOG board members and acted as a moderator on training programs.

Dr. Wray stated CRCOG is in the process of scheduling interviews for the vacant Senior Transportation Planner and Senior Community Development Planner positions. Once these positions are filled, interviews for the Director of Transportation position will be scheduled.

Dr. Wray stated CRCOG is continuing to make progress on the Long-Range Transportation Plan (LRTP), and several stakeholder interviews have been done. CRCOG continues to work on the Economic Development Strategy. The Plan of Conservation and Development (POCD) is due for an update in the next two years covering all 38 towns for the first time.

### **b. Opportunities and Resources**

Dr. Wray stated that the Massachusetts Department of Transportation will fund a study for high speed rail service to connect Hartford to Boston via Springfield. The study is to be completed in the next 18 months.

### **c. Municipal Services and Purchasing Council**

Town Salary Surveys are due on October 31st. If you have not completed yours yet, please do so by next week.

We are currently seeking requirements for Gasoline and Traffic Guidelines. Our gasoline bid does not allow piggybacking and towns must submit quantities ahead of time to participate.

There will be an HR Training on Wage and Hour Law on November 8th, co-sponsored with CCM in Rocky Hill.

MSC's next meeting will be December 4th, combining the November and December meetings.

#### **d. Policy and Planning**

Lynne Pike DiSanto provided an update to the Board.

##### Capitol Region Natural Hazards Mitigation Plan Update

Over the past month, the consultant worked on final edits to the draft plan. We expect to post the draft plan for public review next week and will be sending towns links to post the plan on local websites. We are planning for a public meeting on the draft plan in Mid-November. We expect to submit plan to DEMHS for review before Thanksgiving.

##### Brownfields

DECD Round 12 Brownfields Grant (due 3pm on 10/31/18):

- We wrote several letters of support for municipal assessment and remediation grants – there appears to be a lot of competition for the grants.
- CRCOG is writing grant application for assessment funding but still waiting for information from municipalities that want to be included.

EPA Revolving Loan Fund: We now have all our three on-call Environmental Professionals under contract to provide CRCOG with oversight of the work our subgrantees and borrowers are undertaking. Fuss & O'Neill will work on the Berlin and Silver Lane Plaza sites, Tighe & Bond will work on the Rocky Hill Foundry and Zuvic Carr will work on Somersville Mill.

##### Complete Streets

There is a demonstration project in New Britain tomorrow involving the painting of 7500 sf of Jubilee St to demonstrate closing it off for public space.

##### Recreation Trails Grants

We wrote several support letters including to Bloomfield, Goodwin College and South Windsor.

##### Grant Opportunity

The EPA is offering technical assistance under the Building Blocks for Sustainable Communities program. Contact Jessica Dominguez of the EPA by October 26<sup>th</sup> for more information.

### e. Public Safety and Homeland Security

Joyce Stille provided this update to the Board.

- The Community Emergency Response Team (CERT) Awareness day was held this past Saturday at Veterans Memorial Park in South Windsor. Fourteen of the teams in our region participated sharing their mission and demonstrations with the other teams. It was a great networking event and well attended by the teams.
- CRCOG staff will have a tour of the Capital City Crime Center (C4) in Hartford as part of their staff meeting next Monday. (this is an arm of the Hartford Police Department)
- CREPC approved the Spending Plan for the FY 2018 Homeland Security funds at their meeting last week. The region will receive \$357,659 from the State Homeland Security Grant Program. In addition, there is \$60,000 in EMPG funds for the regional HAZMAT team and \$57,909 for the Metropolitan Medical Response System. You have a resolution before you today to authorize Lyle to submit this spending plan. Areas funded will include: planning services, sustainment/maintenance of regional equipment, training and exercise and equipment for the Hartford Bomb Squad and regional HAZMAT team. Staff is currently working to complete the FY 16 grant and has begun work on FY 17.

### f. Transportation Committee

Tim Malone provided this update to the Board.

- **Candidate Bulletin: Moving Transportation Forward in Connecticut-** CRCOG, in association with other organizations have drafted the candidate bulletin for distribution to political candidates to inform them of the current important issues facing transportation. Other sponsoring organizations include: CT Association for Community Transportation, CT Construction Industries Assoc., CT Road Builders Assoc., CT Ready Mixed Concrete Assoc., CT Asphalt & Aggregate Producers Assoc., CT Environmental & Utilities Contractors Assoc., Transit for Connecticut.
- **DEEP Funds Available for Diesel Reduction Projects** - The Connecticut Department of Energy and Environmental Protection (DEEP) is announcing the anticipated availability of at least \$213,000 in new federal funds for the reduction of diesel emissions in our state. Proposal are due no later than November 14th, 2018. The form can be found on DEEP's website (link was provided at the TC meeting and is provided in the TC meeting minutes).
- **Updating of CRCOG's Complete Streets Plan and Long Range Transportation Plan:** Complete Streets Plan update efforts are underway and anticipated to be completed in Spring 2019. The Long Range Transportation Plan update is underway and is due in April 2019 with a draft due by January

2019. The Long Range Transportation plan is to include a performance based approach to planning and programming and has a horizon of 2045.

- **A 2019 1st Quarterly Report has been issued for LOTCIP**– Information included program scheduling and expenditure information. CRCOG anticipates a continued ramping up of expenditures to approximately \$20M in Fiscal Year 2019, in line with its annual goal.
- **Regional Transportation Safety Plan for the Capitol Region** – Over the next year, VN Engineers will be preparing a Regional Transportation Safety Plan for the CRCOG region. The purpose of the plan is to reduce Fatal and Injury Crashes on all Roadways in the Capital Region. Rob Aloise recently sent an initial e-mail to all CRCOG towns informing them of this upcoming effort, and VN would be reaching out to set up initial meetings with all CRCOG municipalities soon.

#### **g. Metro Hartford Alliance**

#### **6. Presentation/Updates:** (this item was presented at the end of the meeting.)

- David Griggs, Metro Hartford Alliance President and CEO

Mayor Leclerc welcomed David Griggs and thanked him for his time. Mr. Griggs presented to the Board the vision and mission of the Metro Hartford Alliance. A lengthy discussion ensued among the Board and Mr. Griggs on strategies to market the region and other planned actions of the Alliance.

#### **ACTION ITEMS:**

#### **7. Action: Approval of amended CRCOG FY 2018-2019 Budget**

Pauline Yoder provided a brief review of the amended CRCOG FY 2018-2019 to the Board. She discussed revenue changes and expenditure changes based on the OPM Regional Services Grant (RSG), stating the expected amount is \$710,369, of which half was received.

**Jon Colman made a motion to approve the amended CRCOG FY 2018-2019 budget as presented. Dave Kilbon seconded the motion and it carried unanimously.**

#### **8. Action: Resolution Authorizing CRCOG Executive Director to Submit a Spending Plan and to Enter into Memorandum of Agreements in Regard to o the FY 2018 Federal Homeland Security Grant Funding for DEMHS Region 3.**

**Joyce Stille made a motion to approve the Resolution Authorizing the CRCOG Executive Director to Submit a Spending Plan and to Enter into Memorandum of Agreements regarding the FY 2018 Federal Homeland Security Grant Funding for DEMHS Region 3. Dave Kilbon seconded the motion and it carried unanimously.**

**Metropolitan Planning Organization Items:**

**9. Action: TIP Amendments**

**Jon Colman made a motion to approve the TIP Amendments as presented. Dave Kilbon seconded the motion and it carried unanimously.**

**10. Action: Resolution: Transportation Performance Measures and Target Setting**

**Jon Colman made a motion to approve the resolution as presented, and to support CEDOT targets for each of the ten (10) FHWA performance measures related to Pavement conditions, Bridge Conditions, Performance of the National Highway System (NHS), Performance of Freight, and CMAQ Program – On-Road Mobile Source Emissions. Dave Kilbon seconded the motion and it carried unanimously.**

**Information/Opportunity/Resource Items**

**11. Legislative Update**

Kathie Lutz stated there is very little to update at this time. There may be a special session held after the election in November on Bonding and Sports Betting.

**12. 2019 DRAFT Executive Committee and Policy Board Meeting Schedules**

Dr. Wray stated that the 2019 DRAFT Policy Board and Executive Committee Meeting Schedules have been set for Board members to review. CRCOG has reached out to COST, CCM, NARC and ICMA to avoid any conflicts. He stated that CRCOG was mindful and avoided scheduling any meetings on holidays.

Dr. Wray asked the Board to kindly review the proposed 2019 DRAFT Policy Board and Executive Committee Meeting schedules, so they may be approved at the next Board meeting.

**13. CRCOG Recruitments**

Dr. Wray discussed this at the start of the meeting during his Director updates.

#### **14. Metro Hartford Future (CEDs) update**

Tim Malone provided an update to the Board. He stated that CRCOG will be providing the report to the Economic Development Administration by the end of December. The focus remains on retaining talent by connecting graduates to employees, followed by implementation going forward.

**15. Other Business:** No other business was brought forward.

#### **16. Adjournment:**

With no further discussion items, Chairperson Marcia Leclerc requested a motion to adjourn.

**Peter Falk moved to adjourn the meeting. Joyce Stille seconded the motion and it carried unanimously. The meeting adjourned at 1:46 pm.**