

# Capitol Region Council of Governments

241 Main St., Hartford, CT 06106  
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**Policy Board Special Meeting**  
**Former MIRA Trash Museum, 211 Murphy Road, Hartford, CT**  
**Wednesday, September 12, 2018**  
**12:00 pm**  
**DRAFT UNTIL APPROVED**

## **Members and Alternates**

Brandon Robertson  
Joyce Stille  
Mark Walter  
John Elsesser  
Marcia Leclerc  
Peter Falk  
Vicki Shotland  
Chip Beckett  
Alex Beaudoin  
Paul Shapiro  
Derrick Kennedy  
Scott Shanley  
Roy Zaratarian  
Robert Lee  
Melissa Appleby  
Robert Phillips  
Matthew Galligan  
Melissa Mack  
Steve Werbner  
Shari Cantor  
Matt Hart  
Peter Souza  
Chris Kervick

## **Town/Organization**

Avon  
Bolton  
Columbia  
Coventry  
East Hartford  
Enfield  
GHTD  
Glastonbury  
Hartford  
Mansfield  
Mansfield  
Manchester  
Newington  
Plainville  
Simsbury  
Southington  
South Windsor  
Suffield  
Tolland  
West Hartford  
West Hartford  
Windsor  
Windsor Locks

## **Staff**

Rob Aloise  
Cheryl Assis  
Kimberly Bona  
Emily Hultquist  
Tim Malone  
Lyle Wray  
Pauline Yoder

CRCOG  
CRCOG  
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CRCOG

**Guests**

Randy Collins	CCM
Courtney Hendricson	CERC
Dennis Solensky	CTDOT
Grayson Wright	CTDOT Dept. Coordinator
Kathie Lutz	Rome, Smith and Lutz

**1. Call to Order:** Chairperson Marcia Leclerc called the meeting to order at 12:02 pm.

**2. Public Comment:** None.

**3. Approval of Minutes from May 30, 2018:**

Chairperson Marcia Leclerc requested a motion to adopt the minutes.

**Peter Falk made a motion to approve the Policy Board Meeting minutes from May 30, 2018. Joyce Stille seconded the motion and it carried unanimously.**

**4. Correspondence/Handouts:**

- Press Release: CRCOG Director of Policy and Planning

Dr. Lyle Wray thanked Board members that participated on the interview panel and welcomed Emily Hultquist to her new position as CRCOG's Director of Policy and Planning.

Emily Hultquist expressed thanks and stated she is very excited to take on this role.

**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 stated that this will be the last meeting at MIRA. The new Board Room at the CRCOG Office will be ready for the October Board meetings. The Board Room is located on the 3<sup>rd</sup> floor, at 241 Main Street in Hartford, CT. Dr. Wray asked the Board to please park in the lot across John street behind the CRCOG building. Dr. Wray stated staff is excited to hold meetings in the new Board Room going forward, and he thanked Pauline Yoder for all the work she did to get the new Board Room completed.

Dr. Wray informed the Board that the East Coast Industry Forum will hold a conference on Friday, October 12<sup>th</sup>. Featured topics include Advanced Manufacturing, and German Dual Track Workforce Development system.

Dr. Wray stated there will be a seminar on November 15<sup>th</sup> at Noon at UConn Hartford that Jim Smith of the Fiscal Stability Commission presenting at.

**b. Opportunities and Resources**

Dr. Wray stated that the issue of cybersecurity continues to be a major issue and CRCOG continues to pursue tips and practices to help the region avoid this problem. Mayor Leclerc asked Board members were willing to work with Dr. Wray and CCM regarding cybersecurity training. Scott Shanley and Matt Hart agreed to participate. Mayor thanked them and stated a meeting will be held soon.

Dr. Wray stated there are now 45 towns utilizing CRCOG’s online building permitting system.

Dr. Wray spoke about the Long-Range Transportation Plan, and thanked Rob Aloise for all the work he is doing on this. There will be several conference calls this week related to the Long-Range Transportation Plan.

**c. Municipal Services and Purchasing Council**

MSC did not meet over the summer but will be meeting on the Tuesday, September 18<sup>th</sup> in the new CRCOG board room.

Salary Survey for 2018 will open on Wednesday September 19<sup>th</sup>. Please contact Hedy Ayers with any questions.

Cybersecurity Model Policy Request for Proposal is out and the due date for responses is September 24<sup>th</sup>.

The following bids will be going out this week:

- In job order contracting (or eziQC): General Construction, Road & Bridge Maintenance, HVAC, Roofing;
- Regular CRPC bids: Snowplow Blades (rebid), Asphalt Pavement Crack Sealing, and Ladder Testing Services.

**d. Policy and Planning**

Emily Hultquist provided an update to the Board.

Natural Hazard Mitigation Plan Update:

We are holding a meeting of the local coordinators for the update to the Natural Hazard Mitigation Plan on September 12 at 2PM at the South Windsor Emergency Operations Center. We will be discussing the proposed regional mitigation strategy and a number of “common” local mitigation actions which many of the towns have incorporated into their plans. The draft local annexes have been provided to the towns and we are seeking input and comments back by September 28<sup>th</sup>.

Complete Streets Regional Plan & Policy Open Planning Studio:

On October 10, 11 and 12<sup>th</sup> CRCOG will hold its second Open Planning Studio in the Complete Streets Regional Plan Process. This Open Planning Studio will take place in New Britain at the YWCA Community Center at 600 East Street. This location is a product of an Invest Health Grant to the New Britain YWCA and is within a quarter of a mile from the East Main Street CTfastrak Station. The OPS will feature a local complete streets policy workshop and a complete streets demonstration project.

**Funding Opportunities:**

CRCOG Brownfields Revolving Loan Fund:

CRCOG will be soliciting for additional projects seeking funding through the Brownfields Revolving Loan fund this fall. Stay tuned for an announcement regarding project solicitation.

FY2018 Flood Mitigation Assistance (FMA) and the Pre-Disaster Mitigation (PDM) grant programs

The FY2018 Flood Mitigation Assistance (FMA) and the Pre-Disaster Mitigation (PDM) grant programs are now open. 10/1/2018 is the official PDM/FMA Grant opening for applications and 10/17/2018 is the deadline for initial applications (municipalities to State via e-Grants)

For the FMA, the federal program priorities are:

Community Flood Mitigation Advance Assistance

Community Flood Mitigation – Projects

Flood Mitigation Planning

Property Flood Mitigation Projects for Severe Repetitive Loss and Repetitive Loss

For the PDM, the federal program priorities are:

Advance Assistance and Mitigation Planning

Infrastructure or utility protective measures

Mitigation projects

Generators for critical facilities identified in FEMA approved mitigation plans (all municipalities in our region have approved plans)

The contact email at the Department of Emergency Management and Homeland Security is [demhs.hmgp@ct.gov](mailto:demhs.hmgp@ct.gov) and contact person is Rita Stewart.

CT Recreational Trails Grants:

The CT DEEP is now accepting proposals for the Connecticut Recreational Trails Program Grants. Applications will be accepted through October 31, 2018. Private non-profits, municipalities, state departments and tribal governments are eligible to apply for grants of varying amounts. Funds may be used for:

Planning and Design

Construction of New Trails

Maintenance and restoration of existing recreational trails

Access to trails by persons with disabilities

Purchase and lease of trail construction and maintenance equipment

Acquisition of land or easements for a trail

Operation of educational programs to promote safety and environmental protection related to trails

Visit [www.ct.gov/deep/ctrectrails](http://www.ct.gov/deep/ctrectrails) for more information. The Contact person at DEEP is Laurie Giannotti who can be reached at 860 424 3578.

#### **e. Public Safety and Homeland Security**

The next CREPC Meeting will be held on October 18<sup>th</sup>. We will have a presentation from Middlesex Hospital regarding the incident with the gentlemen driving into the Emergency Room and setting himself on fire.

We are planning a CERT (Civilian Emergency Response Team) Field Day on Saturday October 20<sup>th</sup> in South Windsor. All teams will participate to educate folks on what the teams do and their various missions. It will also be a great opportunity for information sharing amongst the teams.

#### **f. Transportation Committee**

Rob Aloise provided the following update to the Board:

- BUILD Grant – In July CRCOG submitted a BUILD Grant application to USDOT requesting approximately \$16 million towards an approximately \$31 million Multi-Use trail project. The project involves completion of the gap in the East Coast Greenway in Plainville, and construction of an additional trail connection between the Plainville East Coast Greenway segment and the southerly terminus of the CTfastrak multi-use trail. Decisions on awards are anticipated in December.
- Performance Measures for Transportation – CRCOG has continued performance measure target setting efforts with CT DOT. Nine targets were previously approved by the Policy Board. Over the summer an additional six targets were approved by the Transportation Committee acting as the Policy Board. Approval of four more targets is required by November 16<sup>th</sup> in the categories of: Performance of the National Highway System, Performance of Freight, and Emissions Reduction. Staff anticipates that these will be brought before the policy board for final approval at the October meeting.
- Special Transportation Fund (STF) - Now that solvency has been restored, CRCOG has requested and is awaiting updates from CTDOT on various annual funding solicitations including CMAQ, LRAR, and the Community Connectivity program. With the STF solvency the LOTCIP program is continuing and the 2018 solicitation has been advanced.
- CRCOG's Long Range Transportation Plan – Is currently being updated with final approval due in April 2019. Interviews and focus group meetings are currently being scheduled. Additional opportunities to be involved will be forthcoming. I-91 Charter Oak Bridge Interchange - This intersection reconfiguration project will be advertised this month. Estimated at approximately \$200 million, it is the region's largest transportation capital improvement project since CTfastrak. Construction is anticipated to begin this Spring.

**g. Capital Workforce Partners (tentative)**

There was no update from Capital Workforce Partners.

**6. Presentation/Updates:** None.

**ACTION ITEMS:** Metropolitan Planning Organization Items (below)

**Metropolitan Planning Organization Items:**

**7. Action: TIP Amendments**

There were no TIP Amendments this month.

**8. Action: 2018 LOTCIP Solicitation – Recommended Project Selections**

Rob Aloise stated that the CRCOG recently solicited for and the Transportation Committee approved 20 project applications totaling \$27,430,250 for their submission to CTDOT for LOTCIP funding.

**Pete Falk made a motion to provide CRCOG approval of these projects into the LOTCIP process. Joyce Stille seconded the motion and it carried unanimously.**

Peter Souza inquired if the funding of these projects was contingent on the upcoming bonding approval. Rob Aloise replied that they these projects would be contingent on future bonding approvals, as OPM has recently instructed CTDOT to only request bonding for LOTCIP project in the amount sufficient for funding projects being delivered in that same fiscal year. Discussion followed.

**Information/Opportunity/Resource Items**

**9. Legislative Update**

Kathie Lutz stated there is nothing to report at this time. Discussion ensued regarding the timing of a state bond commission meeting.

**10. Comprehensive Economic Development Strategy (CEDS)**

Tim Malone updated the Board on the Metro Hartford Future Project (CEDS). He pointed out progress the team has made over the past few months. Some of the highlights are:

- Formed a project Advisory Committee and held two meetings on March 19 and March 22;
- Launched the project website: <http://www.crcog.org/ceds>;
- Conducted dozens of stakeholder interviews;
- Held four working group meetings;
- Gave presentations to CRCOG Policy Board, Capital Workforce Partners, the Metro Hartford Alliance and United Way;
- Developed a draft Situational Assessment compiling results of stakeholder interviews, data analysis, and a review of previous planning studies; and
- Held four strategy group sessions on June 26 and June 27.

Tim Malone stated that base on the Advisory Committee feedback at the March 19<sup>th</sup> meeting, the following goals were confirmed at the March 22<sup>nd</sup> meeting:

- Enhancing regional collaboration to promote and grow the region;
- Creating a robust pipeline of talent that has the skills and experience industry needs to succeed in the 21<sup>st</sup> Century; and
- Investing in quality of place to retain and attract talent.

Tim Malone explained the team is currently working on developing a final list of three to five “game changer” strategies for our region’s economy. Next steps are to continue refining the list of possible strategies and potential implementation organizations. Next, the team will begin vetting the list of strategies, followed by assessing the capacities needed to implement these strategies.

Tim Malone stated thus far, the most promising strategies include:

- Creation of a workforce intermediary organization that would coordinate training efforts between employers, higher education, training providers, high schools, and industry associations.
- Creation of an employer/higher education intermediary focused on facilitating recruitment efforts aimed at local college students, as well as improvements to career/education counseling services at public schools.
- Development and implementation of a regional business retention and recruitment program.
- Development and advocacy for legislation permitting regional funding mechanisms for project delivery.

The goal is to finish developing the plan by November or December 2018. Once the plan is developed, the team will begin the implementation phase of the project.

## **11. Communications Plan Update**

Dr. Lyle Wray provided an update to the board on the Communications Plan, explaining the three main areas of focus include:

- Creating a basic communication plan explaining what it is that CRCOG does.
- Craft a separate internal communications plan for the agency.
- CRCOG's profile and branding as an agency.

A final report will be presented to the Executive Committee at its October meeting.

## **12. Transportation Director Recruitment update**

Dr. Lyle Wray stated that Cheryl Assis is working on recruitment for three vacant positions. Cheryl Assis stated that the positions are as follows:

- Director of Transportation
- Senior Transportation Planner
- Senior Community Development Planner

She explained that the ads will run in the paper on Thursday, September 13<sup>th</sup> and will be posted to CRCOG's website today. To view the current job postings, please click [here](#).

## **13. Other Business:**

Peter Falk inquired about the status of financing of train stations. Dennis Solensky stated that the intent is to pursue the development of the stations and he is not aware of any setbacks or reasons that there will be a delay in this progress.

Mayor Leclerc requested the CCM Committee to make Enterprise Zone a discussion point.

Dr. Wray reminded the Board that the October meeting will be held at the CRCOG Board Room, 241 Main Street, 3<sup>rd</sup> Floor, Hartford and that parking is in the lot across the street.

Dr. Wray stated the Public Purchasing Association of Connecticut and the State of Connecticut Department of Administrative Services will be hosting an Education and Vendor Show on October 18, 2018 in Mystic, CT. If anyone is interested or has questions, please contact Maureen Goulet, PPAC President, [mgoulet@crcog.org](mailto:mgoulet@crcog.org).

## **14. 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 12:46 pm.**