



MEMORANDUM

DATE: May 4, 2020
TO: CRCOG Policy Board and Alternates
FROM: Lyle Wray, Executive Director
SUBJECT: **CRCOG April 2020 Monthly Report**

Here is the April 2020 CRCOG monthly report. If you have questions or suggestions, please let me know (lwray@crcog.org). My direct number is 860 724 4232.

COVID-19 support activities are on page 5 of this memo.

Given the circumstances, hope that all are well and stay that way.

Finance Highlights

Continued working on FY 2020-21 Annual Budget.

Participated in weekly CRCOG Managers Meetings via Zoom.

Discussed Proposed FY 2020-21 Local Assessments with Lyle and Pauline.

Approved PO's and Reimbursement Requests via scans/emails.

Discussed possible COVID impact on 2019-2020 audit process with auditors.

Municipal Services Highlights

Municipal Services Committee

The Municipal Services Committee met on April 14th. The discussion primarily centered on information sharing regarding COVID-19 responses and what was working for municipalities and how they were handling different situations. In addition, the committee received an initial report regarding the assessment benchmarking study. The next Municipal Services Committee meeting will be held on Tuesday, May 19th.

Human Services Coordinating Council

The next meeting of the Human Services Coordinating Council is TBD.

CRPC Bid Activities

April Activities:

- Quantities for Treated Road Salt were requested on April 27th
- Emergency bid and procurement information in response to the health crisis were compiled and distributed to the CRPC mailing list.

Upcoming Activities:

- Quantities for Treated Road Salt are due by May 13th.
- The Treated Road Salt bid will be issued on June 3rd.

Regional Assessment

The results of the CRCOG area assessment offices survey were analyzed and compared with data from comparable counties of similar size and complexity. Preliminary results were presented at the April Municipal Services meeting.

Energy Consortium

The contract with the new energy consultant, NuEnergen, was signed and executed. Recruitment will begin in the next month with a target procurement for the 2021 contract period in the fall.

Cybersecurity

The April bi-monthly meeting of CTDEMHS Region 3 Cyber Security Task Force was held virtually on Thursday, April 9th. The group discussed the Cyber Security and general IT challenges that Covid-19 is presenting as well as the strategies being used to face them. Discussion continued regarding how to leverage a cyber incident reporting app developed at UConn under the supervision of Town of Manchester IT. Marketing will now be a sub-function under the Education Committee. The group has reiterated its desire to meet with other regional task force leadership in order to coordinate activities. The next meeting is scheduled for June 11th, 2020 with details forthcoming.

For additional information, please contact Erik Snowden at esnowden@crcog.org.

Job Order Contracting

After an RFP process, Gordian Group was selected again as the contractor and will receive a new contract. The current contract with Gordian Group will expire in December 2020, after which the new contract will be active.

HR Portal

Register now for the HR Portal Interview Panel Database. The database is now live and can be accessed by logging into www.Nutmeghr.org .

CRCOG is collecting Municipal Human Resource Documents for the HR Example Document Database. If you have any HR Policies, Procedures, Forms, or Checklists, (Applications; Job Posting Templates; Affirmative Action Plan; Introductory Period Definition; Jury Duty Leave Policy; other HR documents), please send them to kbona@crcog.org.

Continued to activate registrations on the HR Portal www.Nutmeghr.org . The site provides access to model documents, a link to the Municipal Salary Survey and Reporting Tool and key HR resources/links.

The deadline for municipalities to submit their data FY 2020 CT Municipal Data Salary Survey has passed but we are still accepting submissions. Please visit ctmunicipaldata.org for more information. The FY 2020 Salary Survey included three new positions; Entry Level Librarian, Tax Clerk, and Emergency Dispatcher. For more information please contact mfriedman@ccm-ct.org.

Human Resources Initiative

Policy Board approved contracting with Human Resources Consulting Group, LLC. The contract is currently under review by legal counsel. Once legal review is complete and the contract is executed, CRCOG staff will share the information with members.

Electronic Document Management Services (EDMS)

- Municipality Integration Phase 1 is complete. Entering in Phase 2.
- Continued ViewPermit Integration (Phase 1 is in progress).
- Began GIS Integration

Regional Geographic Information System (GIS)

- CRCOG GIS staff and CAI Technologies are preparing to begin the FY 2021 annual parcel data collection.
- Installation of CAMA data processors continues.
- CRCOG staff continue to field feedback from municipalities and make adjustments and improvements to the GIS Portal and Parcel Viewer.

For more information about CRCOG GIS projects and activities please contact Erik Snowden at esnowden@crcog.org or 860-724-4217.

Solid Waste Management

The next CCSWA meeting will be held on June 16th, 1:30pm at the CRCOG 3rd Floor Board Room.

RFP Template Development

As part of Municipal Services work plan, staff has developed drafts of three RFP Templates for Audit, banking and financial services software.

Crumbling Foundations

Requests for Qualifications

The current RFQ closed March 31st and the applicants will be evaluated in early April. The next RFQ will open in April and close June 30th.

Concrete Foundation Issues Facilitation

CRCOG staff continues to work with various stakeholders including the housing advocate for crumbling foundations on these issues.

Foundation Testing Program

The Foundation Testing Program has been operating since November 28th, 2017. To date, 2235 applications had been received. 2063 applications had been paid and 17 approved for payment. A total of 1919 unique addresses have been reimbursed through this program to date.

On-Going Programs and Services

Hosting and IT Services

Regional Online Permitting System

- [OpenGov](#) (formerly ViewPointCloud) is offering Connecticut municipalities a special discounted package for rapid, templated deployment of the permitting platform. For inquiries, contact Kim Bona at kbona@crcog.org.

VoIP Project

Fiberoptics Installation Services

COG Regional Election Monitor (currently recruiting for a REM)

Public Safety and Homeland Security Highlights

CRCOG Homeland Security & Grant Initiatives.

Work is almost complete on the FY 2017 grant which ends June 30th. Work has commenced on the FY 2018 grant. The Statewide Homeland Security Committee met regarding the FY 2020 grant guidance. All open grants include funds for training and exercise, contractual support and sustainment and maintenance of regional equipment.

There are also set asides for the Hartford Bomb Squad, Capitol Region HAZMAT team and Metropolitan Medical Response System.

Staff participated in the Statewide Homeland Security Working group meeting which was held virtually. Allotments have been determined for the FY 2020 grant.

COVID-19 Support Activities

The Regional Emergency Support Plan was activated on Wednesday March 18th.

The Regional Coordination Center is on a partial virtual activation. Coordination is being done by the ESF-5 (Emergency Management) and ESF-8 (Public Health and Medical Services) duty officers.

The Capitol Region Incident Management Team (CT-IMT3) has been activated and developed an Incident Action Plan (IAP) which is being reviewed by local public health leads and reissued weekly through conference calls with local public health leads. Should the need arise CT-IMT3 will staff the Regional Coordination Center.

We are utilizing our Regional Distribution Site Standard Operating Guide. Our Regional Distribution Center in West Hartford was opened on March 25th and continues each week. Beginning April 28th, we have also partnered with DEMHS to add in municipal distribution on a separate day. All requests made by municipalities through WEBEOC will be delivered through the regional site along with masks for small businesses being coordinated by CBIA. The site continues to receive, stage and distribute Personal Protective Equipment (PPE) as it becomes available. The Capitol Region Incident Management Team is managing the site along with staff from the Town of West Hartford, CROCOG and area CERT teams. This includes the Farmington CERT team who is providing their canteen and feeding volunteers breakfast and lunch each day.

This will allow us to receive stage and store Medical Countermeasures including Personal Protective Equipment (PPE) as it becomes available. It is our understanding that assets from the Strategic National Stockpile, DPH and all CROCOG PPE orders will go through this process as they arrive in our region.

At the request of DEMHS, we have been a distribution point for surgical masks and gloves to police departments who do not do active medical calls.

We have had requests for our Medical Reserve Corps (MRC) tent and Cabana unit which have been delivered to Bristol Health and St. Francis respectively. In addition, MRC members have been deployed.

Other Highlights

Working with the Department of Public Health to act as the fiduciary agent for local public health emergency preparedness funds. The second quarter progress and

financial reports from the 14 local public health departments have been submitted along with 24/7 coverage forms, our MCM Action Plan and Multi-Year Training and Exercise Plan. The submission timeline for the third quarter has been extended by DPH. The State has moved to a one Health Care Coalition model for the State.

Staff is continuing to work on the deliverables for the ebola/infectious disease funding. An order using the balance of the funds was placed for the purchase of PPE for our EMS providers.

All CAPTAIN modems will soon be converted to the FirstNet system.

Policy Development and Planning Highlights

Regional Planning Commission (RPC). Staff worked on reviews and comments for referrals sent to the Regional Planning Commission. The next RPC meeting is scheduled for June 11.

Municipal Zoning, Subdivision and Plan Referrals. CRCOG staff reviewed several proposals received recently including plans of conservation and development from Hartford and Coventry. During the month of April, nine new referrals were received and four comment letters issued.

MetroHartford Brownfields Program. During April, staff continued administrative support for the Revolving Loan Fund program funded by the U.S. EPA including filing the required quarterly report.

Transit-Oriented Development. CRCOG continued to develop the concept of a **Transit-Oriented Development and Town Center Action Collaborative**. The vision for this group is aimed at coordinating resources and assisting communities in filling gaps to doing economic development along transit corridors and in town centers.

CRCOG also worked to support communities on furthering innovative economic development techniques such as public private partnerships for accomplishing more TOD in the region's transit corridors. CRCOG participated in a call with Windsor Locks on April 23 to discuss potential TOD near the Windsor Locks station.

Corridor Advisory Committee. The CAC is a convening of the chief elected officials and other key stakeholders along the CT **fastrak** and CT **rail** Hartford Line corridors.

There was no new activity with the Corridor Advisory Committee this month.

Active Transportation Planning.

Published draft complete streets plan and issued public notices. Extended the public comment period to May 15.

Staff worked on a CDC-funded active transportation project that will be conducted statewide:

- Held check-in calls with the consultants on April 6 and 20
- Held a coordination call with Norwich on April 7
- Held a call with DPH to discuss the COVID-19 mitigation measures on April 15
- Held a call with WestCOG to discuss a potential educational event on April 27

Regional Bikeshare. Held check-in calls with the vendor on April 1, 8, and 15. Began contacting local universities to discuss bike and scooter sharing on campus.

Comprehensive Economic Development Strategy/Economic Development. CRCOG received a grant from the U.S. Economic Development Administration (EDA) to develop a Comprehensive Economic Development Strategy for the 38-town region.

Compiled the materials necessary for the application to be designated as a Federal Economic Development District and submitted the application to EDA. Received confirmation that the application was received. Held a call with the Town of East Hartford and the EDA to discuss a potential grant application on April 23.

Continued to move forward with the talent retention strategy modeled on Campus Philly. Held coordination calls on April 13, 21, and 27.

East Hartford Silver Lane Transportation Corridor Study.

Coordinated with CTDOT on final invoices.

CRCOG Foundation. No activity.

Advanced Scenario Planning. Staff organized a demonstration of a scenario planning software package on April 9. Staff also prepared an application for funding to the Lincoln Land Institute. The funding would provide assistance with setting up a process to develop scenarios for upcoming planning efforts.

Natural Hazards Mitigation Planning. CRCOG staff continued to work on grant close-out activities and filed the final request for reimbursement under the FEMA Pre-Disaster Mitigation grant.

Connecticut Resource Conservation and Development. CRCOG continues its participation as a representative on the CTRC and D.

Sustainable CT. Staff assisted in securing a Memorandum of Agreement with Sustainable CT to provide two fellows to assist municipalities in preparing their certification applications this summer. We expect the fellows to be available to work with communities in early June. Staff participated in a training webinar on April 23rd

pertaining to certification application reviews which we will be involved in during May and September.

Transportation Highlights

Management of the Planning Process

The CRCOG Transportation Committee held a meeting on April 20. Agenda items included the adoption of the March 23 meeting minutes, and staff reports on State Legislative and Bonding Update for Transportation, CTDOT COVID-19 Update, CTDOT Standard Specifications- Form 818, CTDOT granted \$2M for Autonomous Bus Pilot Program, LOTCIP Quarterly Reporting, PURA & Utility Double Pole Removals, Regional Bikeshare Update, Regional Complete Streets Plan and Quick Build Guide and Capitol Region Purchasing Council Update - Bidding Season Assistance. Actions items included LOTCIP Project Scope Modification/ Funding Increase Request for Coventry Swamp Road (L032-0003). Finally, there was a remote presentation by Jessica Muirhead from CRCOG, on CRCOG ezIQC Job Order Contracting Program.

The Cost Review Subcommittee meeting was held on April 20. Action items included the approval of February 24 draft minutes and a cost increase/scope modification request for Coventry Swamp Road Intersection Improvement Project (L032-0003). A LOTCIP Quarterly Review 3 Report was presented to the committee.

Staff reported on CRCOG Transportation Committee activities at the April 22 CRCOG Policy Board meeting.

Senior staff regularly updated Executive Director on activities within the Transportation Department.

Staff participated in the April 7 CTDOT/COG coordination meeting.

While working remotely, Transportation staff met daily via Zoom.

Reviewed applications for summer Transportation Planning Intern positions. Held interviews and made offers to two candidates.

Attended remote CRCOG staff meeting on April 7.

Coordinated and attended remote Hartford TMA coordination meeting with NVCOG, RiverCOG on April 14. Prepared draft minutes and shared them with the other participating COGs for review/approval.

Coordinated and attended remote coordination meeting with PVPC on April 28.

Met remotely with Executive Director and staff from Policy and Planning department to discuss coordination of the upcoming updates of CRCOG's four major plans.

FFY 2018-2021 Transportation Improvement Program (TIP)

TIP amendments this month included CMAQ – Statewide Transportation Demand Management.

FFY 2021-2024 Statewide Transportation Improvement Program (STIP)

No activity this month.

Transit Related

Attended remote HNS monthly briefing on April 28.

Coordinated with CTDOT about progressing CRCOG's Transit Priority Corridors Implementation Strategy. Prepared draft RFQ and scope for this effort and reviewed internally.

Staff conducted Spring 2020 utilization counts of the commuter parking lots in the CRCOG region. Coordinated with CTDOT to enter data into CTDOT's GIS database.

Processed final retainage invoice for the Comprehensive Transit Service Analysis.

Renewed CRCOG's membership with CACT (Connecticut Association for Community Transportation) for 2020.

Sustainable Communities

Published draft complete streets plan and issued public notices. Comment period ends on April 17.

Staff worked on a CDC-funded active transportation project that will be conducted statewide:

- Held check-in calls with the consultants on April 6 and 20
- Held a coordination call with Norwich on April 7
- Held a call with DPH to discuss the COVID-19 mitigation measures on April 15
- Held a call with WestCOG to discuss a potential educational event on April 27.

CRCOG continues its participation as a representative on the Connecticut Resource Conservation & Development (CT RC and D). Staff was unable to participate in remotely held subcommittee meetings on April 13.

CRCOG continues to administer the MetroHartford Brownfields Revolving Loan Fund program. Staff also continued coordination with Town of Somers and CTDOT regarding Maple Street Bridge project and Somersville Mill site brownfields remediation which is being partially funded through an RLF subgrant.

CRCOG staff worked on grant close-out activities for the Capitol Region Natural Hazards Mitigation Plan. FEMA funded the update to the plan which addresses the impacts of climate change on the vulnerability of the region to natural hazards and includes proposed mitigation actions, which can help make the region and its communities more resilient.

Staff continues to review and prepare recommended comments for the Regional Planning Commission on zoning amendments and subdivisions which may have inter-town or regional impact, as well as on local plans of conservation and development.

Staff assisted in securing a Memorandum of Agreement with Sustainable CT to provide two fellows to assist municipalities in preparing their certification applications this summer. We expect the fellows to be available to work with communities in early June.

Staff participated in a training webinar on April 23rd pertaining to certification application reviews which we will be involved in during May and September.

Regional Bikeshare

Held check-in calls with the vendor on April 1, 8, and 15. Began contacting local universities to discuss bike and scooter sharing on campus.

Project Funding & Development

CRCOG staff regularly works with towns and CTDOT staff to advance projects funded through federal and state programs. Efforts this month included:

1. Meetings:

- Attended two (2) preliminary design on-board meetings: South Windsor Avery 5 Reconstruction Project (L132-0004) on April 9 and Wethersfield Highland Pavement Rehabilitation Project (L159-0001) on April 16
- Attended one (1) 70% design on-board meeting: Windsor Archer Road Pavement Rehabilitation (L164-0006) on April 3
- Attended two (2) 90% design on-board meetings: Southington Marion Avenue Bridge (L131-0003) on April 8 and Manchester Tolland Turnpike Sidewalk Installation (L076-0005) on April 22
- Attended an internal meeting to discuss LOTCIP Financials on April 23
- Attended a Zoom meeting with representatives from the Towns of Simsbury/Bloomfield to coordinate efforts to advance Route 189 Multi-Use Trail Project (L093-0001) on April 20
- Attended internal transportation staff meeting to discuss LOTCIP projects on April 6,9,13,17,20,24, and 27.

2. Town and CTDOT Communications:

- Continue to facilitate advancement of CRCOG approved LOTCIP applications/projects to CTDOT - Coordinated efforts with the Towns of Farmington, Bloomfield, Vernon and the City of Hartford to advance projects
- Submitted Quarterly Report 3 with tasks and financials to CTDOT
- Followed up with Towns regarding quarterly report submissions scheduling updates
- Completed Quarterly 3 internal reporting
- Submitted revised cost estimates for Manchester Bidwell Trail and New Britain 8 projects to CTDOT
- CTDOT issued one (1) Authorization to Award Letter to Windsor Deerfield (L164-0005)
- CTDOT issued final design review comments for Coventry Folly Lane Bridge (L032-0003) and Town responded
- CTDOT issued environmental review for Manchester Tolland Turnpike Sidewalk Installation Project (L076-0005)

- Discussion with Town of Farmington regarding submission of a revised application for a Roundabout Project with approved transfer of funds from Colt Highway (Rte 6) Project
 - Cost Increase request and scope modification for Coventry Swamp Road were submitted to CTDOT for approval
 - Marlborough South Main Street Phase 2 final design submitted
 - Drafted one (1) cost increase memo for committee approval Coventry Swamp Road Intersection Improvement L032-0004
 - Prepared for five (5) on-board design meetings and scheduled one (1) 90% design review meetings in May (Wethersfield Highland L159-0001)
 - Coordinated with Town of Coventry regarding Swamp Road cost increase/scope change request
 - Coordinated with the following municipalities regarding projects and/or application advancement: Bloomfield, Farmington, Glastonbury, Marlborough, New Britain, Simsbury, Stafford, South Windsor, Vernon, Wethersfield, Windsor and West Hartford
 - Prepared letter to CTDOT requesting additional administrative funds for CRCOG.
3. Administrative and Invoicing:
- Processed consultant invoices
 - Reviewed invoice processes
 - Responded to questions regarding 2020 LOTCIP Solicitation
 - Updating financial spreadsheets, including bid analysis and metrics.
4. Consultant Coordination:
- Coordinated preparation of invoices, design review memos and minutes
 - Processed Notice to Proceed documents for signature
 - Worked with consultants on negotiated lump sum fee and follow up discussion
 - Allocated project on-call reviews
 - Working with consultant to draft application review checklist.

Transportation Operations and Management - Traffic Incident Management (TIM)

Continued work on Unified Response Manual sections.

Working remotely from home effective Monday March 16, 2020.

Attended following meetings:

- April 15- Strategic Highway Safety Plan Steering Committee
- Daily briefings with Transportation Group.

Greater Hartford Mobility Study

Participated in remote coordination meeting with CTDOT on transportation data related to the Greater Hartford Mobility Study on April 30.

Route 4 Transportation Safety and Improvements Study: Farmington Study Area

CRCOG's comments on the Draft Final Report were submitted to Tighe and Bond. A teleconference with Tighe and Bond was held on April 24 to discuss comments and schedule. Final Report scheduled for distribution to Advisory Committee in early May.

Route 5 in East Windsor Corridor Study

Continued work on administering the project, including biweekly coordination call. Held discussions with the consultant on developing recommendations for final draft. Waiting for CRCOG Travel Forecast Modeling consultant to further refine future traffic forecast. Processed one invoice.

Silver Lane in East Hartford Corridor Study

Staff continued work on administering the project and had check-in calls as needed with the consultant. Processed two invoices.

Enfield Routes 190 and 220

Developed a counter proposal for the fee and are reviewing it internally.

Roundabout Safety and Feasibility Screening

The preparation of a Draft Scope and RFQ is beginning late April.

Safety Planning

CRCOG staff is waiting to receive a revised draft of the Regional Transportation Safety plan that includes revisions to the tables showing the top crash locations. The consultant agreed to revise the format of the tables prior to distribution to the Towns for review and comment.

CRCOG staff participating in judging the UCONN T2 Center's Roadway Safety Poster Contest entries.

CRCOG staff participated in the Strategic Hwy Safety Plan Steering Committee teleconference meeting on April 15.

Performance Measures - Safety Targets

No report this month.

Freight

Staff continued working on the development of a Capitol Region Freight Fact Sheet.

Attended "COVID-19 and the Supply Chain" webinar on April 8.

Attended Talking Freight Webinar "Freight Beyond the City: Approaches to Improving Freight Mobility in the Suburban Context Confirmation" on April 15.

Attended MAP Forum Truck Parking Data Application web discussion on April 17.

GIS / Information Technology

CRCOG GIS staff have been primarily focused on deploying and supporting offsite work and meeting capabilities. All CRCOG staff members have the ability to work safely and effectively from home.

CRCOG GIS staff and the consultant have completed work deploying a revamped Parcel Viewer and ArcGIS Enterprise solution to enhance Web GIS capabilities. Development of automated data processors for each of the CAMA system types/vendors continues. CRCOG GIS staff continue to process feedback from our member municipalities as well as make changes and improvements.

Data and Modeling

Staff have entered contract negotiations with travel demand modeling consultant selected after interviews on February 5.

Staff have been preparing the next Congestion Management Process Report. Research on policy approaches and options has been ongoing for some time. Additionally, the best practices of other MPO's are being considered. Data analysis on INRIX travel time data (forming the NPMRDS – National Performance Measurement Research Data Set) for the year 2019 has produced results. These results have been rechecked per standard quality control practices. The NPMRDS data is largely based on observations taken on the National Highway System (NHS), which is built into the data set as a series of road segments called traffic message channels (TMCs). In order to facilitate a more direct comparison of results between years 2017, 2018, and 2019, a common set of road segments used in all three data sets (one for each year) has been identified and the analysis performed on each one. Results indicate that delay decreased between 2017 and 2019, but specific new locations saw large increases of congestion. These calculation results will differ slightly from the standard calculations, which are done for each individual year on that year's specific data set and the corresponding number of TMCs. CRCOG staff will be able to identify which segments have changed in reliability and speed over the years. Performance measures as well as congestion management measures have been calculated and compared and will be rechecked several times before being finalized.

Initial calculations of delay, AADT, and VMT have been made from the available data. The data is undergoing rechecking and will be finalized soon. The process of creating visualizations (Maps, Charts and Graphs) is currently underway and will be completed soon followed by the writing of the data analysis section of the CMP report.

CRCOG staff will also be able to use tools provided through our access to the NPMRDS RITIS website. These will be very helpful when performing analyses on specific areas, especially if these areas do not require large-scale comparison. For example, there is a per capita cost of delay tool on the website that can greatly simplify the process of calculating that figure. This tool will be used to compare current system performance in 2019 with pre-INRIX-era HERE data for 2015.

CRCOG staff have been discussing future directions as it concerns scenario-planning software and which platforms (and combinations thereof) would best meet CRCOG's needs of both regional-level and localized analyses. Staff attended a web meeting with

representatives of Community Viz, a software product that would operate as an add-on to ArcGIS and many advantages in relation to data customizable and more detailed control over the analysis being carried out.

Held discussion with NVCOG regarding Street Light data on April 22.

Public Participation, Title VI, EJ and LEP

There were no complaints of Title VI discrimination received this month.

Attended American Planning Association's webinar "**The Golden Circle of Online Engagement**" on April 15.

Attended Connecticut Chapter of American Planning Association's Zoom conference on conducting virtual public meetings on April 16.

A representative from the Connecticut Coalition for Environmental Justice (CCEJ) continues to be a voting member on the CRCOG Transportation Committee.

Public participation activities specific to tasks and studies are listed in the relevant sections of this report.

Other

Updated various items on the CRCOG website and continued to keep information current.

CRCOG staff reviewed the letter from Eversource to PURA regarding their plan to hire a contractor to remove double poles and provided an update to the Transportation Committee.

CRCOG staff provide the Transportation Committee with updates on CTDOT's response to the COVID-19 outbreak and information on the newly adopted CTDOT Standard Specifications for Construction, Form 818.

Transportation staff coordinated with Municipal Services to review RFP responses for CRCOG communications services.

Staff participated in following:

- "CommuteCon 2020: The Science of Smart Commuting" online conference on April 1.
- CT**rides** webinar "The Business of Telework: Key Workplace Issues and Considerations" on April 2.
- "Clean Transportation For All: What Your Town Can Do" webinar on April 3.
- Attended MAP Forum coordination conference call on April 6.
- CT**rides** webinar "Best Teleworking Practices - The Road to Success for Employees" on April 8.
- American Planning Association's webinar "The Golden Circle of Online Engagement" on April 15.
- CT**rides** webinar "Collaborative Technologies for Telework" on April 16.
- Know B4 internet security training.

- Connecticut Chapter of American Planning Association's Zoom conference on conducting virtual public meetings on April 16.
- "Transportation Planning During COVID-19: Building DOT and MPO Responses to Pandemics" webinar on April 23.
- Transportation and Climate Initiative (TCI) electrification webinar on April 28.
- Kickoff Meeting for the 2020 Northeast Multimodal and Transit Summit planning coalition on April 29.
- American Planning Association's virtual conference "NPC20 @ Home" on April 29 and 30.

Executive Director Report

On Wednesday April 1 participated in a webinar with Advance CT on COVID-19 response planning. Participated in weekly video call on regional bike share planning. Participated in a National Association of Regional Councils webinar on getting people back to work post emergency.

On Thursday April 2 completed a collaborative governance PowerPoint for UConn Public Policy (https://crcogfoundation-my.sharepoint.com/:p:/g/personal/lwray_crcog_org/ESqf3l6ByNNFgltFLJLXkeABIRtYZXC9_QqNuU1-npiLQ?e=N5ll8W). Spoke with Peter Denious of Advance CT on economic development issues. Chaired Community Indicator Consortium conference planning committee webinar for a virtual conference. Was not successful in joining the United Way of North Central CT virtual annual meeting.

On Friday April 3 as acting chair, chaired the CT Advisory Commission on Intergovernmental Relations as a web conference. Joined a planning call with Jen Widness of CT Independent Colleges on next stages for college student retention in Metro Hartford, New Haven and Stamford relating to Metro Hartford Future CEDS.

On Monday April 6 joined a UConn public policy webinar. UConn is offering a course related to COVID-19. Offered at webinar on collaborative governance for UConn (link above for final presentation) for more than 60 attendees. Hosted a CRCOG manager meeting check in by webinar. Joined the National Association of Regional Councils major metros conference call.

On Tuesday April 7 hosted CRCOG staff meeting. Participated in a webinar on designing the megaregion with a focus on "good enough commuter rail service" and amenities in outlying areas. Attended the CT DOT COG meeting that announced electronic invoice processing that we have been asking for 18 months to streamline financial processing.

On Wednesday April 8 participated in a weekly call on rolling out bike share in the region. Joined a CT call on long term recovery planning for COVID-19. Held the first CRCOG executive director Transition call with Senator Steve Cassano and the needs of the region and what CRCOG should be looking for in the next executive director.

On Thursday April 9 worked on the talent retention issue for the economic development strategy. PowerPoint from Campus Philly as a best practice is here:

https://crcog.org/wp-content/uploads/2020/02/Hartford_Talent_Retention_Forum_Feb_2020.pdf.

Participated in an ACIR follow up meeting to the commission meeting. Had a staff chat on Campus Philly and next steps. Watched the CT Governor's press conference on COVID-19 and joined a conference call after that.

On Friday April 10 the Good Friday holiday was observed.

On Monday April 13 discussed Hartford Line rail station issues with Mike Freimuth of CRDA. Briefed CT Representative Rojas on COVID-19 steps. Had a web call with Professor Alkadry on regional issues that might be tackled in a summer advanced graduate student course. Hosted CRCOG manager check in web conference. Joined the National Association of Regional Councils major metros check in web meeting.

On Tuesday April 14 had a CARES funding discussion on broadband access in the state. Joined the CT Council of Government web meeting. Joined the CRCOG Municipal Services Committee web meeting. Joined the Hartford TMA coordination web meeting with other MPOs.

On Wednesday April 15 joined the Capital Workforce Partners board of directors' web meeting. Participated in the regional bike share check in meeting. Discussed the responses to the Hartford Springfield Boston economic impact study with staff. Joined a web meeting with consultants to CCM property tax reform committee on next steps. Joined the Governor's conference call on COVID-19.

On Thursday April 16 had a call with Rich Pearson of Capital Workforce on next steps in workforce training reform. Had a staff web call on Metro Hartford One Vision: Four Plans work in progress. This is an early draft that will be brought to the Board: https://crcogfoundation-my.sharepoint.com/:b:/g/personal/lwray_crcog_org/EXE-ejH16pLh0bbS-gzKioBB4mTFR8qVzhh2xyUMyEFTg?e=Lt8BLe .

On Friday April 17 had a staff meeting on CRCOG COVID-19 efforts. Participated in a Knowledge Corridor steering committee prep meeting with Peter Demallie and Kim Robinson of Pioneer Valley.

On Monday April 20 participated in the CRCOG Transportation Committee web meeting. Participated in a CT based analysis of COVID-19 economic impact. Hosted CRCOG manager web meeting check in. Participated in a National Association of Regional Councils major metros webinar. Chaired the Community Indicators Consortium virtual conference planning committee.

On Tuesday April 21 participated in a conference call on talent retention. Participated in a national call on COVID-19 vaccine with varying estimates of development and

implementation of vaccines. Participated in a COVID-19 call by Government Finance Officers Association. Participated in Knowledge Corridor steering committee web call. Completed two memo drafts to ACIR on critical staff vacancies and reopening and recovery steps.

On Wednesday April 22 participated in the Advance CT web meeting on COVID-19 response. Helped staff the CRCOG Policy Board meeting starting at noon. Participated in a regional bike share working group web call.

On Thursday April 23 with Transition Committee Chair Jon Colman carried out our second community member interview with former University of Hartford President Walter Harrison. Participated in the National Civic League board of advisors web call. Caught part of an ASPA webinar on performance measurement with David Ammons of UNC. Joined a conference call with First Selectman Kervick and invited participants on the Windsor Locks rail station.

On Friday April 24 participated in a conference call with UConn Public Policy on a policy clinic this summer with regional issues to consider that would benefit CRCOG. Participated in a National Association of Regional Councils executive director web call. Had a call with Mary Glassman of CREC on a possible regional or state purchase of school administration software. Edited staff draft of grant proposal on advanced scenario planning for slow growth regions.

On Monday April 27 joined a web discussion on college retention and Campus Philly. Had a staff conversation on CRCOG proposed 2020-2021 budget. Chaired a CRCOG manager check in web call. Joined the National Association of Regional Councils major metro web meeting. Chaired the Community Indicators Consortium virtual annual conference planning committee.

On Tuesday April 28 had a call with Gene Goddard of Metro Hartford Alliance on works in progress. Did part of an online training event on Office 365. Participated in a National Association of Regional Councils call on COVID-19. Caught part of the Governor's COVID-19 update press conference.

On Wednesday April 29 participated in the regional bike share working group call. Participated in the CROCG PVPC regional MPO coordination web call. Joined a state COVID-19 call rolling out local long-term recovery committees in the state. Working to figure out how this should be handled for CRCOG members. The PowerPoint is at: https://crocogfoundation-my.sharepoint.com/:b:/g/personal/lwray_crcog_org/EXE--ejH16pLh0bbS-qzKioBB4mTFR8qVzhh2xyUMyEFTg?e=AibJDp .

On Thursday April 30 reached out to gather information on the Local Long-Term Recovery Committees and how it might work. With Tim Malone spoke with CT Representative Haddad on college student retention issues in the state and next steps with Campus Philly as part of the Metro Hartford Future CEDS process.