



MEMORANDUM

DATE: April 3, 2020
TO: CRCOG Policy Board and Alternates
FROM: Lyle Wray, Executive Director
SUBJECT: **CRCOG March 2020 Monthly Report**

Here is the March 2020 CRCOG monthly report. If you have questions or suggestions, please let me know (lwray@crcog.org). My direct number is 860 724 4232. Please take note of Public Safety actions related to the COVID-19 emergency starting on page 5.

Finance Highlights

Update will be provided next month.

Municipal Services Highlights

Municipal Services Committee

The Municipal Services Committee meeting for March was canceled. The next Municipal Services Committee meeting will be held on Tuesday, April 14.

Human Services Coordinating Council

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

The presentation on Opioids from the March 9, 2020 meeting may be viewed in two parts as follows:

[Addressing Connecticut's Opioid Crisis](#)

[CT EMS Statewide Opioid Reporting Directive](#)

CRPC Bid Activities

March Activities:

- The following bids were opened on March 20th:
 - Police Ammunition and Fingerprinting Supplies

- Swimming Pool and Water Treatment Chemicals
- Bituminous Class 1, Class 2 and Curb Mix
- Emergency bid and procurement information in response to the health crisis were compiled and distributed to the CRPC mailing list.

Upcoming Activities:

- Quantities for the Treated Road Salt bid (no piggybacking bid) will be solicited in late April and due in May.

Regional Assessment

The results of the CRCOG area assessment offices survey are being analyzed and compared with data from comparable counties of similar size and complexity. Preliminary results will be presented in April 2020.

Energy Consortium

The Policy Board approved contracting with the finalist and once a contract is signed, recruitment will begin with procurement for the 2021 contract period in the fall of 2020.

Cybersecurity

The second meeting of CTDEMHS Region 3 Cyber Security Task Force was held on Thursday, February 13 at the CRCOG Board Room. The meeting was well attended and progress was made on the goals and makeup of the task force. It was decided that at the current time bi-monthly meetings were appropriate with a possible reduction to quarterly once details of the task force functions are worked out. 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 April 9, 2020 with details forthcoming. If interested, please contact Erik Snowden at esnowden@crcog.org.

Job Order Contracting

After an RFP process, Gordian Group was selected again 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 at www.utmeghr.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

CRCOG will be interviewing for the finalists for the HR Consultants for CRCOG members. We are currently looking for panelists and coordinating a date for the finalists interview prior to notifying vendors. A total of thirteen proposals were received.

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)

- Completed Parcel Viewer is now live.
- 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.

Solid Waste Management

The March 17th CCSWA meeting was canceled. 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 (Audit, banking and financial services software).

Crumbling Foundations

Requests for Qualifications

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

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 28, 2017. To date, 2077 applications had been received. 1919 applications had been paid and 14 approved for payment.

On-Going Programs and Services

Hosting and IT Services

Regional Online Permitting System

VoIP Project

Fiberoptics Installation Services

COG Regional Election Monitor. Currently recruiting for an REM.

Special Projects

Communications Consultant RFP for CRCOG as an agency was released on January 30. The Due date was February 27. CRCOG received 6 responses and will be evaluating the responses.

Public Safety and Homeland Security Highlights

CRCOG Homeland Security & Grant Initiatives

Work is almost complete on the FY 2017 grant which ends June 30. 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 18.

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. 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 CRCOG 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

Attended the sixth CRI regional leads meeting hosted by the CT Department of Public Health.

Working with the CT 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 CT 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.

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

Policy Development and Planning Highlights

Regional Planning Commission (RPC). The meeting of the RPC scheduled for March 19 was cancelled due to concerns regarding the COVID-19 pandemic. The next scheduled meeting is June 11, 2020.

Municipal Zoning, Subdivision and Plan Referrals. CRCOG staff reviewed several proposals received during the month. In March, fourteen new referrals were received including two plans of conservation and development and nineteen comment letters were issued.

MetroHartford Brownfields Program. During March, staff continued administrative support for the Revolving Loan Fund program funded by the U.S. EPA including meeting with a potential applicant for the program.

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. Last month, CRCOG received a grant of \$16,000 from the Hartford Foundation for Public Giving to engage a professional facilitator to help the Collaborative move forward on complex problem solving, working toward more robust TOD. CRCOG staff worked with a facilitator from Harvard University to begin scoping a set of six facilitated meetings for this group. Due to the current state policies on social distancing, these meetings have been delayed until at least early summer.

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.

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. 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 March 23.
- Held a call with DPH to discuss the budget for year three on March 9.
- Had a meeting with CTDOT to discuss demonstration projects on state roads on March 2.
- Worked on the year three budget.

- Held a call with representatives of the Connecticut Trail Census Project to discuss a potential trail mapping web application on March 31.

Regional Bikeshare. Held check-in calls with the vendor on March 4, 18, and 25. Executed a temporary contract with Holly Parker, a bike share consultant, to assist with the program roll-out to fill in for staff on leave. Compiled contact information for potential bike share sponsors.

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. Coordinated with the Town of East Hartford to setup a meeting with EDA to discuss a potential grant application.

Developed more refined study proposals in response to a request from Eversource. Submitted study proposal documents and held a conference call with Eversource staff on March 20, 2020.

East Hartford Silver Lane Transportation Corridor Study.

Received and processed the final consultant invoice.

CRCOG Foundation. A CRCOG Foundation meeting was held on March 12. The Foundation discussed the future priorities of the agency foundation.

Advanced Scenario Planning. Staff interacted with Urban Footprint staff on troubleshooting and regular updates. Staff also did some preliminary research into supplementary tools for further scenario planning work. Held a meeting with representatives from Hartford 400/iQuilt to discuss potential coordination on planning efforts, including an updated to the Regional Plan of Conservation and Development.

Natural Hazards Mitigation Planning. CRCOG staff continued to work on grant close-out activities.

Connecticut Resource Conservation & Development. CRCOG continues its participation as a representative on the board of the Connecticut Resource Conservation and Development (CT RC&D). On March 12th, staff participated in a web-based meeting of the board.

Transportation Highlights

Management of the Planning Process

The Transportation Committee held a meeting on March 23. Agenda items included the adoption of the February 24 meeting minutes, and staff reports on upcoming CRCOG outreach to committee members regarding contact information associated with working

remotely, and CRCOG outreach efforts to CTDOT about the plans for capital improvement projects moving forward amid the recent Governor's announcement regarding closures of non-essential businesses. Dr. Lyle Wray mentioned that he was waiting on the Governor's clarification on the Executive Order about those projects.

Actions items included TIP amendments, Emergency Chair Action on LOTCIP Application Submission Dates, and two LOTCIP requests for funding increases. Finally, there was a remote presentation by Melisa Evans Safety Circuit Rider Program & Donna Shea, Executive Program Director, on CT Training and Technical Assistance Center, UCONN.

There was no Transportation Cost Review Subcommittee meeting in March.

Staff reported on Transportation Committee activities at the March 25 Policy Board meeting.

Senior staff met regularly to discuss work responsibilities and identify action items for each staff member.

Senior staff met regularly with Executive Director to discuss activities within the Transportation Department.

Staff participated in the March 3 CTDOT/COG coordination meeting.

Held a Transportation Department staff meeting on March 4 to discuss on-going work assignments.

Staff met to prepare for remote working, including discussions of how to utilize SharePoint and Zoom technology when working outside the office.

Moved critical Transportation files from the CRCOG network T: drive to SharePoint to facilitate working from home.

While working remotely, Transportation staff met daily via Zoom software.

Staff submitted a signed resolution and related documentation to the New York Metropolitan Transportation Council as the next step towards CRCOG's joining the Metropolitan Area Planning (MAP) Forum.

Staff participated in a March 9th teleconference with PVPC, FHWA, MassDOT, and CTDOT to discuss the development of a new MOU for the Springfield TMA.

Staff attended and presented a resolution supporting various CTDOT transportation related legislation initiatives, which was tabled, at the March 11th CRCOG executive committee meeting.

FFY 2018-2021 Transportation Improvement Program (TIP)

TIP amendments this month included Statewide – Asset Management Group, Statewide – Bridge Management Group, Statewide – Pavement Management Group and District 1 – Traffic Signal LED RE-Lamping (Break out from Project 0171-0449).

FFY 2021-2024 Statewide Transportation Improvement Program (STIP)

No activity this month

Transit Related

Continued to review CT **fastrak** ridership numbers to understand ridership trends over time.

HNS monthly briefing for March was cancelled.

Attended APTA's "Transit's Response to COVID-19" webinar on March 5.

Coordinated with CTDOT about progressing CRCOG's Transit Priority Corridors Implementation Strategy.

Attended APTA's "Taking Back the Streets: Prioritizing Transit Through City Partnerships" webinar on March 11.

Prepared article for CRCOG's newsletter on CTDOT's and GHFD's Integrated Mobility Innovation grant awards.

Attended "Shared Mobility in Africa's Rapidly Growing Cities" webinar on March 25.

Staff have been in contact with CTDOT staff regarding the Section 5310 Program for the Elderly and Disabled solicitation, which could possibly be delayed due to disruptions from the Coronavirus epidemic.

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 March 23
- Held a call with DPH to discuss the budget for year 3 on March 9
- Had a meeting with CTDOT to discuss demonstration projects on state roads on March 2
- Worked on the year 3 budget.

CRCOG continues its participation as a representative on the Connecticut Resource Conservation and Development (CT RC and D). Staff participated in a web-based meeting of CT RC and D on March 12.

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 committed to assist Sustainable CT with its reviews of local activities for the 2020 certification application cycle.

Regional Bikeshare

Held check-in calls with the vendor on March 4, 18, and 25. Executed a temporary contract with Holly Parker, a bike share consultant, to assist with the program roll-out. Compiled contact information for potential bike share sponsors.

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 a meeting with City of Hartford representatives regarding Hartford Main Street/Boce Barlow Bridge Membrane Project (L063-0001) to discuss scope modification to include bike lanes/road diet on March 5 and 9
- Attended two (2) 90% design on-board meetings:
 - Coventry Folly Lane Bridge Project (L032-0002) on March 11
 - Plantsville Intersection Improvements (L131-0002) on March 26
- Participated in test meetings with LOTCIP Project Towns and on-board consultants on March 17,23, and 24
- Attended a CTDOT meeting to discuss West Hartford New Park Avenue Project on March 25
- Attended an internal transportation staff meeting to discuss LOTCIP project updates on March 4,10,12, and 13
- Participated in a telephone meeting with Coventry regarding projects on March 6.

2. Town and CTDOT Communications:

- Continue to facilitate advancement of CRCOG approved LOTCIP applications to CTDOT
 - Coordinated efforts with the City of Hartford to advance Hartford application
- Town responded to CTDOT comments regarding West Hartford New Park Avenue Complete Streets Project (L155-0004) and scheduled a meeting with CTDOT
- CTDOT issued the following:

- One (1) Commitment to Fund Letter
 - Coventry South Street (L032-0004)
- CTDOT issued Authorization to Advertise Letter for Glastonbury Boulevard (L053-0003)
- CTDOT issued application review comments for New Britain Phase 8 L088-0003 and New Britain responded
- CTDOT issued comments for Vernon Complete Streets Project and Vernon responded
- Received environmental review comments from CTDOT for Avon Old Farms Road Project
- Coordinated with the Town of Farmington to submit a new application for a Roundabout Project with approved transfer of funds from Colt Highway (Rte 6) Project
 - Application reviewed by on-call consultant
 - Town will re-submit
 - Committee approved additional cost increase
 - Cost Increase submitted to CTDOT for approval
- Submitted Coventry Folly Lane Bridge final design to CTDOT
- Submitted bid tabulation, letter and packet to CTDOT for Windsor Deerfield
- Followed up with CTDOT on the status of Somers Bridge Project, Glastonbury Boulevard, Ellington Route 83, New Britain, and Marlborough along with other projects
- Followed up with CTDOT on scope change (road diet incorporating bike lanes) for City of Hartford Main Street Project
 - City provided data/information
 - Memo drafted for Committee approval and was approved on March 23
 - CRCOG will submit information for subsequent CTDOT approval
- Followed up with Town of Windsor for Archer Road Project cost increase
 - Town provided documentation from consultants and third-party consultant for recommended pavement treatment
 - Memo drafted for Committee approval and was approved on March 23
 - CRCOG will submit information for subsequent CTDOT approval
- Prepared for two (2) on-board 90% design meeting and scheduled four (4) design review meetings in April (Windsor Archer Road Pavement Rehabilitation, Southington Marion Avenue Bridge, South Windsor Avery Street 5 and Wethersfield Highland Pavement Rehabilitation)
- Coordinated with the following municipalities regarding projects and/or application advancement: Bloomfield, Farmington, Glastonbury, Marlborough, New Britain, Plainville, Simsbury, Stafford, South Windsor, Tolland, Vernon, Wethersfield, Windsor and West Hartford.

3. Administrative/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 regarding remote meetings
- Allocated project on-call reviews.

Transportation Operations and Management - Traffic Incident Management (TIM)

Continued work on Unified Response Manual sections. Preparing for distribution to TIM.

Coalition members for review and further updating.

Continued to update CRCOG website information for TIM webpage including links to the newsletter and upcoming TIM activities.

Completed and emailed to Coalition members. Posted onto TIM web page.

Cancelled upcoming TIM Coalition meeting scheduled for March 26. New date TBD.

Staff member working remotely from home effective Monday March 16, 2020.

Greater Hartford Mobility Study

No activity this month.

Transportation Safety and Improvements Study: Farmington Study Area

A draft of the final report was received and is being reviewed by CRCOG staff. Meetings with Town of Farmington and Advisory Committee will follow.

Route 5 in East Windsor Corridor Study

Continued work on administering the project, including biweekly coordination call. Held discussions with the consultant about the updated future traffic volume along the corridor. 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 one invoice.

Enfield Routes 190 & 220

Reviewed consultant fee proposal and scheduled a meeting to discuss the fee on March 24. Held a call with CTDOT on March 19 to discuss the scope.

Roundabout Screening

Submitted a Request for Direct Charge to CT DOT, and received their approval, for the UPWP Task 9 Roundabout Safety and Feasibility Screening.

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 and top 80 crash locations and countermeasures. The consultant agreed to revise the format of the tables prior to distribution to the Towns for review and comment.

CRCOG staff prepared a memo to the CRCOG Policy Board and drafted a CRCOG Policy Board Resolution supporting Section 10 of CT Legislative Bill No. 151 (An Act Concerning Recommendations of the Department of Transportation) that restricts possession of open alcoholic beverage containers in the passenger area of motor vehicles.

CRCOG staff coordinated with the UCONN T2 Safety Circuit Rider, Melissa Evans and UCONN T2 Executive Director Donna Shea, to make a presentation at the March Transportation Committee Meeting, regarding Safety Circuit Rider activities and program offerings (e.g., equipment loans); and UCONN T2 training offerings.

CRCOG staff attended the March 23, 2020 CTDOT SHSP Data Webinar conducted by CTDOT 's consultant who is preparing the Strategic Highway Safety Plan. Recent nationwide and statewide crash data and yearly trends were shared and discussed. Suggested emphasis areas (EA's) that should be the focus of the updated SHSP were discussed.

Performance Measures - Safety Targets

No Report.

Freight

Staff continued working on the development of a Capitol Region Freight Fact Sheet. Attended Talking Freight Seminar "Primer on the Operational Characteristics and Impacts of Precision Scheduled Railroading" on March 18.

GIS / Information Technology

CRCOG GIS staff have been primarily focused on deploying and support 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 been preparing contract for negotiations with travel demand modeling consultant selected after interviews on February 5.

Staff completed revisions on an initial draft of the advanced scenario planning report, which is currently under review and being revised. The report details the chronology of events, explains decision-making process, details methodology, and summarizes results for a wide audience.

Staff have been preparing for 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 some *initial* results. These results are currently being 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. 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) will begin 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.

Several staff attended a NPMRDS/ INRIX Data users group sponsored by CTDOT on March 26, 2020. It is important for staff to train using the INRIX tools and statistical and GIS software for analyzing travel time data used for performance measures and congestion management.

Staff have continued doing modeling exercises with TransCAD in order to become more familiar with the software.

A CRCOG staff member has been investigating the NEC future model used to predict future flows and mode share along the Northeast rail corridor. The model produces basic estimates which can be compared against other known data sources such as the US Census Journey to Work data. The goal of familiarizing ourselves with these analytical tools and data resources to be able to more fully participate in discussions of the East-West rail study in Massachusetts. Furthermore, the NEC future model can help CRCOG estimate the amount of outside traffic simply passing through the region, yet still using our transportation infrastructure.

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.

Public Participation, Title VI, EJ and LEP

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

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 facilitated conference call for ITS-CT board meeting on March 18.

Reviewed and supplied comments on consultant scope of NVCOG's Route 229 Project in Bristol and Southington.

Participated in first Advisory Committee meeting for Hartford's Main Street Reimagined study on March 6.

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

Attended "Congestion Con: How more lanes and more money equal more traffic" webinar on March 17.

Attended Hartford's Move 400 City Plan remote public meeting on March 18.

Attended TRB Webinar "Transportation & COVID-19 – Practices from other disease outbreaks" on March 23.

Attended Transportation & Climate Initiative (TCI) remote information session on March 23.

Attended "Urban Planning, Transportation, and Public Health Collaborations" webinar on March 24.

Attended US Census "Exploring Transportation Statistics" webinar on March 31.

Staff participated in following:

- Effective Teamwork Lunch and Learn Seminar on March 5
- Lunch and Learn - Working Remotely with Office 365 on March 12
- Zoom conferencing and MS Teams platform daily as of Monday March 16.

Executive Director Report

Many of the usual activities were cancelled or delayed in March. Spent time with staff getting ready to go to remote actions. Did come into the office until almost the last week of the month.

On Monday, March 2, meeting with Senate leadership on the CRCOG legislative agenda was cancelled but did get a chance to chat with lead staff on issues.

On Tuesday March 3 attended the CT DOT meeting of Councils of Governments. Did chat with Garrett Eucalito the new Deputy Commissioner on rail and transit-oriented development issues briefly. Met with Senate Majority Leader Bob Duff on the legislative session. Got out an invitation letter for the UConn President to keynote the CRCOG annual meeting in June.

On Wednesday March 4 talked to the Governor's office regarding energy standards for affordable housing legislation. With Jenn Widness and staff had a call on planning next steps for retaining college graduates in the state.

On Thursday March 5 caught up in the office on annual meeting planning and transition memo.

On Friday March 6 participated in the Advisory Commission on Intergovernmental Relations at the Legislative Office Building. Met at LOB on legislation with Don Williams.

On Monday March 9 spoke with Jay Williams of the Hartford Foundation for Public Giving on Progress Points and transition planning. Participated in a review of UConn Public Policy for accreditation. Participated in Governor's Climate Change webinar. Participated in state and federal conference calls on COVID-19.

On Tuesday March 10 participated in the CT Council of Governments meeting at the LOB. Participated in the 1000 Friends property tax group meeting.

On Wednesday March 11 participated in the Advance CT (formerly CERC) quarterly advisory committee meeting on a new economic development plan for the state. Helped staff the CRCOG Executive Committee meeting at noon. Participated in a National Association of Regional Councils national conference call on COVID-19.

On Thursday March 12 helped staff the CRCOG Foundation meeting at CRCOG. Had a CRCOG meeting on preparing for COVID-19. Met with Jackie Mandyck and Doug Suisman on the Hartford 400 effort and how that might link with CRCOG's update of four core plans.

On Friday March 13 caught up in the office and worked on preparations for remote working for the office.

On Monday March 16 participated in National Association of Regional Councils Major Metros meeting. Listened in on Governor's call on COVID-19. Unwound several conference attendance.

On Tuesday March 17 participated in a run through of the Transportation Committee remote meeting preparations. Participated in a National Association of Counties COVID-19 national conference call.

On Wednesday March 18 participated in two national and regional conference calls on COV-19. Sent Harvard University decision maker guide to Board.

On Thursday March 19 with Tim Malone had a call with Alissa DeJonge of Advance CT on Gartner Talent Neuron Tool relating to strategic workforce vacancies. Joined an all CRCOG staff watercooler event. Joined a Governor's conference call on COVID-19.

On Friday March 20 held a CRCOG manager check in. Worked on a CEDS mini study memo to a funder and had a call with staff and Hedy Ayers on Eversource on the memo. Listened in on Governor's conference call on COVID-19.

On Monday March 23, participated in the virtual CRCOG Transportation Committee. The meeting seemed to go smoothly. Have video CRCOG manager meeting. Participated in a National Association of Regional Council's meeting on COVID-19.

On Tuesday March 24, participated in an ACIR meeting preparation call. Worked on the four plans memo and got information on metropolitan community indicators from PEG.

On Wednesday March 25, helped staff the virtual CRCOG Policy Board meeting. It too seemed to go smoothly. Joined a mobility seminar from Meeting of the Minds. Watched the Governor's briefing on COVID-19 on CT-N.

On Thursday March 26 reviewed CRCOG Policy Board meeting minutes. Participated in a National Association of Regional Councils COVID-19 briefing.

On Friday March 27 caught up in the office. Worked on four plans update memo.

On Monday March 30 working from home. Spoke with Steve Guzzilo on transportation issues. CRCOG set up a COVID-19 webpage: <https://crcog.org/2020/03/covid-19/#15850516>. Had a CRCOG managers check in by videocall. Joined the National Association of Regional Councils COVID-19 call.

On Tuesday March 31 had a check in call with ACIR leadership on COVID-19 project in advance of the regular meeting. Participated in the REMI webinar on COVID-19 economic impacts.