

**Capitol Region Council of Governments**  
241 Main St., Hartford, CT 06106  
Phone: (860) 522-2217 FAX: (860) 724-1274

**Policy Board Meeting**  
**Wednesday, May 27, 2020**  
**12:00 pm**  
**DRAFT UNTIL APPROVED**

**Meeting access was remote only, consistent with provisions specified in Executive Order No. 7B. This meeting was recorded.**

**Audio may be found here: <https://crcog.org/event/policy-board-21/>**

**Web: <https://zoom.us/j/8605222217>**

**or Phone: +1 646 876 9923; or One tap mobile: +16468769923,, 8605222217#**

**Members and Alternates**

Chris Edge  
Sandra Pierog  
Jon Colman  
Bob Bessel  
Mark Walter  
John Elsesser  
Jim Hayden  
Marcia Leclerc  
Lori Spielman  
C.J. Thomas  
Chip Beckett  
Scott Shanley  
Brock Weber  
Robert Lee  
John Mehr  
Maria Capriola  
Mark Sciota  
Mike Maniscalco  
Mike Rosen  
Matt Hart  
Mike Rell  
Erika Wiecewski  
Peter Souza  
Chris Kervick

**Town/Organization**

Berlin  
Bolton  
Bloomfield  
Canton  
Columbia  
Coventry  
East Granby  
East Hartford  
Ellington  
Farmington  
Glastonbury  
Manchester  
New Britain  
Plainville  
Rocky Hill  
Simsbury  
Southington  
South Windsor  
Tolland  
West Hartford  
Wethersfield  
Willington  
Windsor  
Windsor Locks

**Staff**

Rob Aloise  
Cheryl Assis  
Kimberly Bona  
Mike Cipriano  
Roger Krahn

CRCOG  
CRCOG  
CRCOG  
CRCOG  
CRCOG

Tim Malone  
Matthew McCarthy  
Erik Snowden  
Lyle Wray  
Pauline Yoder

CRCOG  
CRCOG Intern  
CRCOG  
CRCOG  
CRCOG

**Guests**

Ellen Graham  
Brittany Foulds  
Randy Collins  
Grayson Wright  
Jim Boucher  
Alex Johnson  
Jonathan Ferrigno  
Mark Massaro  
Gene Goddard  
Becky Nolan  
Matt Pafford  
Kathie Lutz  
Kayleigh Phillips  
Caitlin Styrzczula

Sen. Blumenthal's Office  
Sen. Murphy's Office  
CCM  
CTDOT  
Capital Workforce Partners  
Capital Workforce Partners  
Eversource  
Eversource  
MetroHartford Alliance  
MetroHartford Alliance  
OPM  
Rome Smith Lutz  
  
AdvanceCT

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

Kim Bona conducted roll call.

**2. Public Comment:**

None.

**3. Approval of Minutes from April 22, 2020:**

Chairperson Marcia Leclerc requested a motion to adopt the minutes.

**Jon Colman made a motion to approve the Policy Board Meeting minutes from April 22, 2020. Chris Kervick seconded the motion and it carried unanimously.**

**4. Correspondence/Handouts:**

Dr. Wray spoke to the following handouts:

- Press Release: DECD Small Business Reopen Guide
- DEEP Municipal Transmittal Letter
- DEEP Re-open CT Operational Plan (parks and boat launches)
- DEEP Keep Distance (beach sign 12x18)

- DEEP Keep Distance (beach sign 8.5x11)
- DEEP Keep Distance (lawn sign)

## 5. MONTHLY REPORTS:

### a. Chair and Executive Director

Dr. Wray asked if there were questions on his monthly report. There were none.

Dr. Wray discussed the [Long-Term Recovery Mission Statement](#) with the board. He explained that the recovery will be addressed on three levels: the state level, the regional level, and the local level. Dr. Wray stated the COG's are writing a federal grant request for additional recovery funding sources.

Chris Kervick inquired about how municipalities are going about the formation of their long term recovery committees while avoiding any political ramifications. Discussion followed. Sandra Pierog explained that Bolton has appointed two town employees as the social recovery and economic recovery coordinators. She stated these two individuals are responsible for appointing their own committee members. Discussion followed.

At this time, Chairperson Leclerc addressed the action items on the agenda.

## ACTION ITEMS:

### 7. Action: Approval of CRCOG 2020-2021 Budget

**Jon Colman made a motion to approve the CRCOG 2020-2021 Budget. Sandra Pierog seconded the motion and it carried unanimously.**

### 8. Action: Resolution to Extend Contract with Rome, Smith and Lutz

**Scott Shanley made a motion to approve the resolution to extend the contract with Rome, Smith and Lutz. Jon Colman seconded the motion and it carried unanimously.**

### 9. Action: Resolution to Postpone 2020 CRCOG Annual Meeting

**Jon Colman made a motion to approve the resolution to postpone the 2020 CRCOG Annual Meeting due to the current health crisis. Lori Spielman seconded the motion and it carried unanimously.**

## **Metropolitan Planning Organization**

### **10. Action: TIP Amendments**

**Jon Colman made a motion to approve the TIP amendments as presented. Dr. Beckett seconded the motion and it carried unanimously.**

### **11. Action: Resolution for Transportation Committee to Act as Policy Board**

**Jon Colman made a motion to approve the resolution for the Transportation Committee to act as Policy Board. Lori Spielman seconded the motion and it carried unanimously.**

Dr. Wray suggested holding a special meeting over the summer months if need be to discuss any new developments with COVID issues and / or topics. The board concurred.

### **12. Action: Resolution for Annual Urban Planning Certificate**

**Jon Colman made a motion to approve the resolution for the Annual Urban Planning Certificate as presented. Dr. Beckett seconded the motion and it carried unanimously.**

### **13. Action: Resolution for Complete Streets Plan**

**Jon Colman made a motion to approve the resolution for the Complete Streets Plan as presented. Dr. Beckett seconded the motion and it carried unanimously.**

Jon Colman recognized CRCOG staff for a job well done on the Complete Streets Plan.

### **14. Action: Resolution Authorizing Execution of Agreement with Cambridge Systematics, Inc. for Travel Demand Modeling and Data Management Assistance**

**Jon Colman made a motion to approve the resolution to authorize execution of the agreement with Cambridge Systematics, Inc. for Travel Demand Modeling and Data Management Assistance as presented. Dr. Beckett seconded the motion and it carried unanimously.**

At this time, Mayor Leclerc addressed the remaining monthly reports on the agenda.

## **5. MONTHLY REPORTS (continued)**

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

Dr. Wray stated CRCOG will share information with the board about the US EDA grant and additional funding sources from the government once it is received.

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

Peter Souza provided the following update to the board:

CRCOG and its vendor, CAI Technologies were selected to receive a Special Achievement award in GIS from ESRI, given to recognize outstanding work with GIS technology. The CRCOG/CAI Parcel Viewer and Regional GIS Portal stood out from more than 100,000 others.

Electricity Consortium is now recruiting members for contracts beginning January 2021, please contact Jessica Muirhead.

The HR Consultant Services is now available to members for Class and Compensation studies, Training, Investigations and General HR needs. An information sheet on the services will be send to Board members.

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

Tim Malone provided the following update to the board:

During May, we received notice that CRCOG would be awarded \$300,000.00 from the U.S. EPA to undertake environmental assessments on brownfield sites. Staff submitted an application for this highly competitive funding in December 2019. Funding will be available beginning in October.

Staff completed the public comment period for the Complete Streets Action Plan. This plan has been in development since 2017 and is coming before your board for approval this month

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 assisted Sustainable CT with certification application reviews during May.

Staff have been coordinating with a number of stakeholders to discuss potential projects under the US Economic Development Administration's (EDA) CARES Act Funding. EDA has made \$1.5 billion in grant funding available for a variety of economic recovery and resilience planning and infrastructure projects. About \$250 million is reserved for the northeastern region of United States.

Staff are preparing for an online meeting of the Metro Hartford Future (CEDs) Implementation Committee, which will be held on May 28.

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

Cheryl Assis provided the following update to the board:

The Regional Emergency Support Plan was activated on March 18<sup>th</sup>. The Regional Coordination Center is on a full 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. We are currently in our eleventh operational period. The CT-IMT3 also is working with CT-DPH in managing the Regional Distribution Site.

We are utilizing our Regional Distribution Site Standard Operating Guide for Personal Protective Equipment. Our Regional Distribution Center in West Hartford was opened on March 25<sup>th</sup> and is open three days a week.

- On Tuesdays all requests made by municipalities through WEBEOC are distributed to the Emergency Management Directors in each town along with masks for small businesses being coordinated by CBIA.
- On Wednesdays, PPE is distributed to all nursing homes, long term care facilities and EMS agencies in our region. This is typically the busiest day and last Wednesday we distributed 1.7 million pieces of PPE including N95's KN95's, surgical masks, thermometer, face shields, gowns, sanitizer and wipes.
- On Thursdays, local public health departments and districts come to pick up their pallets of PPE.

The Capitol Region Incident Management Team is manning the site along with staff from the Town of West Hartford, National Guard, CRCOG and area CERT teams. This includes the Farmington CERT Team who is providing their canteen and feeding volunteers breakfast and lunch each day.

Finally, we have had requests for our Medical Reserve Corps tent and cabana unit. In addition, MRC members have been deployed to many area nursing homes and hospitals and we are now looking at them to play a role in the contact tracing process.

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

Jon Colman provided the following update to the board:

- **Annual MPO Coordination Meetings**  
CRCOG hosted annual staff level transportation coordination meetings with adjacent MPO's (Naugatuck Valley COG, RiverCOG, and Pioneer Valley Planning Commission) on April 14<sup>th</sup> and 29<sup>th</sup>, including discussion on ongoing and upcoming Transportation Studies, Projects and Issues
- **Transportation Funding Opportunities** - Transportation Committee was informed/reminded of the following current funding opportunities:
  - Section 5310 Funding Solicitation – Applications for funding to improve mobility for seniors and individuals with disabilities are due by 6/26/200

- Municipal Grant Program – All towns who were allocated Municipal Grant Program (MGP) funds for Disabled Demand Responsive Transportation for FYs 2020-2022 must submit maintenance paperwork for FY2021 by 6/1/2020

CRCOG LOTCIP Solicitation – Applications for projects due May 27 2020 for a potential of \$35.5 million of state LOTCIP transportation funding.

#### **g. MetroHartford Alliance**

Gene Goddard provided this update to the board. He explained that MHA has developed a small campaign on LinkedIn as they continue their marketing efforts despite being closed.

#### **h. Capital Workforce Partners**

Alex Johnson provided an update to the board. He explained that CWP continues to engage the public through a variety of virtual programs, allowing them to still provide support to job seekers and businesses.

Jim Boucher explained CWP has put together a high quality summer program with several virtual tools. He stated this program is safe, and CWP is ready to offer it to up to 1500 young individuals. Discussion followed.

Dr. Wray suggested that CRCOG draft a letter to Governor Lamont and other legislators to request funding for this summer youth program. The board concurred with this idea.

**Bob Bessell made a motion to add the following item to the agenda:**

**Authorization for CRCOG Executive Director to produce a letter of support to the Governor and other legislators to request funding for the Capital Workforce Partners Summer Youth Program.**

**Matt Hart seconded the motion and it carried unanimously.**

**Authorization for CRCOG Executive Director to produce a letter of support to the Governor and other legislators to request funding for the Capital Workforce Partners Summer Youth Program.**

**Jon Colman made a motion to authorize the CRCOG Executive Director to produce a letter of support to the Governor and other legislators on behalf of the board, to request funding for the Capital Workforce Partners Summer Youth Program. Chris Edge seconded the motion and it carried unanimously.**

## 6. PRESENTATIONS/UPDATES

- **COVID-19 update and discussion – Senator Richard Blumenthal or Senator Chris Murphy**

Senator Blumenthal was unable to attend this Board meeting.

- [COVID-19 discussion by members – current challenges, re-opening and recovery.](#)
  - [Regional COVID-19 Recovery Plan Memo](#)
- Discussion of Summer Youth Employment and Engagement
  - [Memo re: Summer Youth Employment and Engagement](#)
  - [CWP Summer Youth and Employment Program](#)
  - [CRCOG SYELP Response Document](#)
  - [Draft SYELP"Open Letter"](#)

At this time, Mayor Leclerc resumed the order of the agenda.

## **INFORMATION/OPPORTUNITY/RESOURCE ITEMS**

### **15. Legislative update**

Kathie Lutz provided a brief update to the board. She stated that at this time, legislative leadership is considering a special session be held sometime between the middle and end of July. She explained that details are still being ironed out in terms of how to safely accomplish this session and stated there will be nothing overly controversial discussed.

### **16. Other Business**

Dr. Wray reiterated the potential need for a special board meeting over the summer.

### **17. Adjournment**

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

**Jon Colman moved to adjourn the meeting and the motion carried unanimously. The meeting adjourned at 1:12 pm.**