



## MEMORANDUM

**DATE:** May 7, 2021  
**TO:** CRCOG Policy Board and Alternates  
**FROM:** Lyle Wray, Executive Director  
**SUBJECT: CRCOG April 2021 Monthly Report**

Here is the April 2021 CRCOG monthly report. If you have questions or suggestions, please let me know ([lwray@crcog.org](mailto:lwray@crcog.org)). My direct number is 860-724-4232.

### **Executive Director Report**

On Thursday April 1 worked on the ACIR webinar on best practices reviews for local government. Reviewed the Governor's Workforce Council plan for connections to our Metro Hartford Future CEDS. Completed the Meeting of the Minds Executive Cohort session with national participants.

On Friday April 2 CRCOG officers were closed for the Good Friday holiday. Had a call with legislative leader on session. Worked on the ACIR webinar preparation.

On Monday April 5 completed the marketing materials for the ACIR webinar. Hosted the CRCOG manager meeting. Participated in the state ESF6/14 unmet needs call. Attended the National Association of Regional Councils Major Metro meeting. Participated in a race and equity webinar planning session hosted by UConn Public Policy.

On Tuesday April 6 attended the CT DOT COG coordination meeting. Attended the Corridor Advisory Committee for CTfastrak and Hartford Line with a briefing on Hartford Springfield Boston rail service economic impact.

On Wednesday April 7 had called with Executive Directors from Pioneer Valley MA and South-Central CT. Participated in a meeting with United Way regional on ALICE and possible CEDS link. Participated in a US DOT American Jobs Plan briefing.

On Thursday April 8 participated in a briefing on wind energy in the northeast hosted by Regional Plan Association of New York.

On Friday April 9 presented at an international conference via Zoom on establishing and sustaining performance measurement efforts. See: <https://1drv.ms/p/s!AsAn5ocd2LKk4FnJdZakRStvien>. Participated in the Advisory

Commission on Intergovernmental Relations virtual meeting. Attended the National Association of Regional Councils national Executive Director meeting.

On Monday April 12 had our weekly Long Term COVID response committee conference call. Hosted the CRCOG manager meeting. Had an internal meeting on executive director recruitment plan to pass on to the search committee. Participated in the state ESF6/14 unmet needs video conference. Participated in the National Association of Region Councils Major Metros executive director discussion group.

On Tuesday April 13 participated in the statewide COG video conference. Worked on the CRCOG budget. Participated in the 1000 Friends of CT property tax working group.

On Wednesday April 14 worked on the CRCOG annual meeting. Worked on the Hartford Springfield Boston rail service report roll out. Participated in a focus group on equitable electric vehicle roll out for the region.

On Thursday April 15 participated in the CT town and city manager regular meeting. Worked again on the Boston rail roll out. Reviewed relevant recorded sessions from the national online conference of the American Society of Public Administration.

On Friday April 16 with staff worked on the Boston rail study roll out.

On Monday April 19 had regular meetings on Long Term Recovery Committee preparation and CRCOG manager check in. Spoke with a town manager on images of COVID recovery for the CRCOG annual meeting.

On Tuesday April 20 went to the CRCOG office. Spoke with a new staff member at Transport Hartford on issues of mutual interest. Participated in the Knowledge Steering Committee meeting online.

On Wednesday April 21 participated in the Capital Workforce Partners Governance Committee video call. Listened in on the first half of the state COVID municipal call.

On Thursday April 22 coordinated Boston rail roll out with Congressman Larson's staff. Participated in a call focus group on the Greater Hartford Mobility Study with Kevin Burnham and others. Attended the roll out of e-scooters in Hartford on Burr Mall beside Hartford City Hall.

On Friday April 23 attended the video call of the National Civic League council of advisors. Participated in a staff meeting between CROCG and CWP on workforce issues. Chaired the CRCOG planning committee regular check in meeting.

On Monday April 26 watched the CT OPM briefing on use of federal rescue funds. Attended the CRCOG transportation committee video meeting. Participated in the statewide ESF 6 and 14 unmet needs video call. Participated in the National Association of Regional Councils Major Metros discussion group. Participated in the Community Indicators Consortium online board meeting.

On Tuesday April 27 worked on the CRCOG budget. Participated in the 1000 Friends of CT property tax working group online meeting. With Tim Malone discussed with DataHaven linkages to CRCOG information needs for surveys and quality of life measures.

On Wednesday April 28 came to the office. Participated in the Executive Director transition meeting. Helped staff the CRCOG Policy Board meeting. Wrote a letter in support of Hartford 400 Infrastructure as directed by the Policy Board.

On Thursday April 29 worked on the Hartford Springfield Boston rail service report roll out.

On Friday April 30 participated in a call with US DOT inspector general on new federal funding. Checked in as mentor with my UConn Public Policy student.

## **Finance and Administration Highlights**

- Staff continues to implement of Lucidpress for CRCOG brand management
- Budget has been completed and will be brought to the Executive Committee on May 11th.
- RFP for Recruitment Agency Services was issued on May 3rd and will close on May 25th.
- Partnership dissolution process has been completed. Checks were issued to partners who wished a refund and the remaining funds have been placed to use as match for the Comprehensive Economic Development Strategy update.

## **Municipal Services Highlights**

### **Municipal Services Committee**

The Municipal Services Committee did not meet in April and is scheduled for **Tuesday, May 18<sup>th</sup>**. At the May meeting, MSC will discuss Solid Waste as well as 2021-2022 work plan and the jobs portal.

### **Long-Term Regional Recovery Steering Committee (RRSC)**

The Regional Long-Term Recovery Steering Committee will meet on May 27th at 3 PM and received a report regarding the regional base-line report as well as updates from various sub-committees.

Currently, the Human Services Working Sub-Committee meets on a bi-weekly basis.

The Small Business Recovery Working Sub-Committee will meet on May 4th.

For initial and basic information regarding the Regional Long-Term Recovery Committee, please visit <https://crcog.org/ltr/>.

Questions may be directed to Kim Bona at [kbona@crcog.org](mailto:kbona@crcog.org)

## **CRPC Bid Activities**

### **May:**

- CRPC is now collecting quantities for Treated Road Salt – QUANTITIES ARE DUE MAY 13<sup>TH</sup>. **THIS IS A NO PIGGYBACKING BID.**

### **Upcoming Activities:**

- RFP for Textile Collection and Recycling Services will close on May 4<sup>th</sup>.

## **Regional Assessment**

Assessment of the CRCOG area assessment offices will be benchmarked again in the late Fall.

## **Energy Consortium**

The reverse auction took place on November 19<sup>th</sup>. MP2 was the lowest supplier with an extremely competitive rate and almost 20% savings from previous rates.

Municipalities who are still interested in getting onboard, please contact Kim Bona ([kbona@crcog.org](mailto:kbona@crcog.org)).

## **Cybersecurity**

The Cyber Security Task Force met on April 8th, 2021. The next meeting will be held on June 10th, 2021 at 10am.

For additional information, please contact Erik Snowden at [esnowden@crcog.org](mailto:esnowden@crcog.org).

## **Job Order Contracting**

Contracts have been awarded for General Construction and Road and Bridge Maintenance for all four regions. Please visit <https://crcog.org/eziqc-program/> for vendor information.

Questions may be directed to Kim Bona at [kbona@crcog.org](mailto:kbona@crcog.org).

## **HR-Portal**

Register now for the HR Portal Interview Panel Database. The database is now live and can be accessed by logging into [nutmeghr.org](http://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 Kim Bona at [kbona@crcog.org](mailto:kbona@crcog.org).

Continued to activate registrations on the HR Portal at [nutmeghr.org](http://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 FY'2020-2021 CT Municipal Salary Survey: please visit [ctmunicipaldata.org](http://ctmunicipaldata.org) for more information and to access the salary survey. Questions may be directed to Kim Bona at [kbona@crcog.org](mailto:kbona@crcog.org).

### **Electronic Document Management Services (EDMS)**

EDMS has entered into program mode. Please contact [pyoder@crcog.org](mailto:pyoder@crcog.org) for additional information.

### **Regional Geographic Information System (GIS)**

- CRCOG IT/GIS now serves on the CT GIS Task Force. This group includes state legislators and is focused on championing and developing state GIS infrastructure and leadership. The work of this group has resulted in a bill that has made it through committee (vote yest to occur) and the identification of funding sources for a statewide flyover in the near future.
- Installation of CAMA data processors continues.
- CRCOG GIS staff are developing 3D building data using lidar data from the CRCOG-managed 2016 flight. This data will be used as an input to scenario planning efforts.

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

### **Solid Waste Management**

- The RFP for Textile Collection and Recycling Services was issued in April and is due on May 4th.
- CCSWA Chair, Mike Bisi, provided a brief presentation to the CRCOG Policy Board at its April 28th meeting regarding the solid waste issue municipalities will face when MIRA shuts down.
- Solid Waste will be discussed at the May 18th Municipal Services Meeting.

### **Crumbling Foundations**

#### **Requests for Qualifications**

The previous RFVQ closed March 31st and the applicants were evaluated. One award for structural engineering services was made to [Loureiro Engineering Associates](#).

Current RFVQ's were issued in April and will 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 28<sup>th</sup>, 2017. To date, 2808 applications had been received. 2634 applications had been paid and 15 approved for payment. A total of 2353 unique addresses have been reimbursed through this program.

### **Human Services Coordinating Council**

An online survey was sent to the Human Services Coordinating Council for topics for next fall.

### **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](mailto:kbona@crcog.org).
- **If you have not completed the online permitting survey that was sent, please do so as soon as possible.**

### **On-Going Programs and Services**

#### ***Hosting and IT Services***

#### ***HR Consulting Group***

- Class and Compensation Studies
- Training (including Sexual Harassment and Diversity)
- General HR Needs

#### ***VoIP Project***

#### ***Fiberoptics Installation Services***

#### ***COG Regional Election Monitor (currently recruiting for an REM)***

#### ***Human Services Coordinating Council***

### **Public Safety and Homeland Security Highlights**

#### **CRCOG Homeland Security & Grant Initiatives**

Work is underway on the FY 18 State Homeland Security Grant Program (SHSGP) grant. This grant will end on July 30<sup>th</sup>. Work on the FY 19 SHSGP has commenced. The Statewide Homeland Security Working Group, of which Cheryl Assis is a member, has held several meetings in April regarding the FY 21 SHSGP grant application. 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.

A CREPC Quarterly meeting was held on April 29<sup>th</sup>.

CRCOG public safety staff have been working with communities on vaccination planning efforts.

CRCOG staff participated in the annual Region 3 DEMHS meeting with all Emergency Management Directors.

CRCOG staff met with the new leadership of the Capitol Region HAZMAT Team.

#### **COVID-19 Support Activities**

The Regional Emergency Support Plan was activated on March 18<sup>th</sup>, 2020 (hard to believe it has been over a year!). 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.

We are utilizing our Regional Distribution Site Standard Operating Guide. Our Regional Distribution Center in West Hartford was opened on March 25th and the three day a week operation ended at the end of August. The site is currently now open on an as needed basis and was utilized several times in February. 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.

Finally, our Medical Reserve Corps remains a very valuable asset. They have current activations at St. Francis, Chatham Health District, Bristol-Burlington Health District, Town of Vernon, and the City of Hartford Health Department with hundreds of Cr-MRC members volunteering their time in both medical and non-medical roles.

### **Other Highlights**

A bi-monthly Capitol Region Citizen Corps Council meeting was held via Zoom. Our CERT teams found creative and innovative ways to help during the pandemic and reported out on their activities.

Quarterly team meetings of the Capitol Region HAZMAT Team and Incident Communications (I-COMM) team were held.

Working with the Department of Public Health to act as the fiduciary agent for local public health emergency preparedness funds. Our 24/7 coverage forms, MCM Action Plan and Multi-Year Training and Exercise Plans have been submitted. CRCOG distributed the new Administrative Service Agreements for BP2 and have received the majority back. These agreements will be good for the last 4 years of the grant. We continue to have monthly ESF-8 meetings and bi-weekly meetings with the local Public Health Directors.

## **Planning Highlights (Policy Development and Transportation)**

### **Management of the Planning Process**

#### **Staff & Task Management**

- While working remotely, Planning staff met daily via Zoom to discuss on-going work assignments.
- Staff transitioned to a hybrid in-office/at-home working arrangement.
- 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 Planning Department.
- Held interviews for two summer intern positions and made offers to the top-ranked candidates.
- Held interviews as part of UConn's Internship and Professional Practice (IPP) program for a graduate-level intern for the 2021-2022 school year. Made an offer to the top-ranked candidate.

## **Budgeting**

- Senior staff drafted narrative and financial components of the CRCOG budget related to Planning efforts.

## **UPWP**

- Received comments from CTDOT, FHWA, and FTA on the draft FY2022-2023 UPWP. Began incorporating edits ahead of bringing the document for action in May.
- Held coordination call with CTDOT on April 5 to discuss UPWP funding.

## **Quarterly Reporting**

- Completed MPO quarterly report for the 3<sup>rd</sup> quarter of FY2021.

## **Data Inventory, GIS & Forecasting**

### **Maintain, Operate, and Develop the Travel Forecast Model**

- Modeling consultant continued travel forecast modeling efforts for various work assignments.
- CRCOG staff newly given greater responsibility in the management of the Cambridge Systematics contract and invoices are being trained in how to review and process contracts. This extends to other tasks involving CS, including data management and scenario planning.
- Staff have been coordinating with CS to assess the progress being made for modeling, scenario planning, and data storage solutions.
- CRCOG staff have been documenting various methodologies and tools used in data analysis so that other staff members can be prepared and trained to work in this area.

### **Update the Travel Forecast Model**

- The new Travel Demand Model (Time-of-Day Type) is continued to be reviewed and fine-tuned by CRCOG travel demand modeling consultant.
- There are discussions underway of possible post-processing solutions that what summarize the model output in a more user-friendly way.

### **Staff Training for Travel Forecast Model**

- Staff have been working alongside CRCOG travel demand modeling consultant to prepare model output as a resource in Greater Hartford Mobility Study.
- Staff have used GHMS assignment as a way of becoming familiar with model output. Maps were made to show inflow and outflow at certain points around the cordon and continue to be revised. Maps are currently being finalized.

### **Documentation and Quality Control**

- Further coordinated with CTDOT's Greater Hartford Mobility Study team regarding coordination of modeling efforts and potential reviews between CRCOG and CTDOT modeling consultants.
- CRCOG staff have been documenting various methodologies and tools used in data analysis so that other staff members can be prepared and trained to work in this area.



### **Leverage 2016 LIDAR Data**

- CRCOG staff has been using an ESRI designed workflow to generate 3D building data for use in scenario planning. This process uses the 2016 lidar data as its main input.
- Staff have familiarized themselves with the data types produced by LiDAR, including "LAS" files. These can be used to the general ground elevation and height of objects such as buildings and trees.
- CRCOG staff have completed an extraction of building heights for several large tracts of CRCOG with some guidance from ESRI staff. One of the primary challenges has been managing the large amount of raster data used as inputs in these computations. CRCOG staff have learned ways to speed up the processing time for computations without compromising the quality of the results in any significant way. Where needed, more fine-grained calculations of building height can be made.

### **Maintain the Regional GIS**

- CRCOG GIS Coordinator is participating in a working group with state legislators, state agencies and UConn with a goal of promoting legislative support for statewide GIS coordination. A bill concept has been approved to move forward by the Planning and Development Committee.

### **Web Access to GIS**

- Continued to maintain and update Web GIS for use by member municipalities and the public.
- Automated CAMA data uploaders continue to be installed in our municipalities.  
Continued developing a dashboard with affordable housing and demographic data for CRCOG towns.

### **Develop Land Use and Demographic Forecasting Methods**

- CRCOG staff continued to study land use and demographic forecasting methods relevant to scenario planning and travel demand modeling.
- CRCOG staff have been assisting consultant with obtaining parcel data for a land-use modeling feature of Community Viz scenario planning software. This parcel data will be combined with LIDAR data as part of this effort.

### **NPMRDS Travel Time Data**

- Staff are exploring ways to cooperate with CTDOT and expand analysis to areas outside of CRCOG's responsibilities.

### **Analysis of Crash Data & Connecticut Crash Data Repository (CCR)**

- CRCOG Staff have continued to map crash data on an as-needed basis in both ArcGIS and the analytical tools provided in the Connecticut Crash Data Repository.
- Staff are reviewing output from CCR effort and are looking how to share results and progress to next stage where crashes are taken into account as well.

## **Data Management**

- Staff have been working with Cambridge Systematics within the overall scope of their travel demand modeling and data management services to determine how best to migrate large amounts of tabular data (crash data, NPMRDS data) to the SQL server. Specific solutions are being discussed that are appropriate to needs and skills of CRCOG staff.

## **CRCOG Website and Accessibility**

- Continue to maintain and update CRCOG Transportation Department website.

## **Scenario Planning**

- Continued preparing land use data for the consultants to use for setting up the scenario planning model. This effort is now underway with four staff members contributing in order to be able to process massive amounts of LiDAR data. Both the original data and the data produced through analysis are very large.
- Two CRCOG staff member have been assigned to jointly manage running of scenario planning effort, one being point-person for data issues and general day-to-day tasks and the other for contract management. Both staff member will provide support to each other and roles are not exclusive. Analysis is a joint responsibility.
- CRCOG staff met with scenario planning consultant staff and discussed progress, data needs, output structure, and expectations of scenario planning results. CRCOG staff updated consultants on the LiDAR-based building height extraction effort.

## **Planning and Policy Development**

### **Staff Support to CRCOG Committees**

- **Transportation Cost Review Subcommittee**
  - The CRCOG COST Review and Sub-Committee meeting held on April 26. The meeting approved the minutes from January 25, 2021, three (3) cost increases for Suffield Mountain Road Multi-Use Trail Project, Wethersfield Wolcott/Franklin Reconstruction Project and Windsor International Drive (NB) Reconstruction Project and one (1) scope modification for Plainville Town Line Road Project.
- **Transportation Committee**
  - The Transportation Committee held a meeting on April 26. Agenda items included the adoption of the March 22 meeting minutes, and staff reports on LOTCIP Quarterly Report, Municipal Grant Program Update, Work Zone Safety Awareness Week, RAISE Discretionary Grants, Transportation Planning Study Solicitation and FTA Transit Safety Performance Targets. Actions items included TIP Amendments, and LOTCIP Funding Increase/Scope Modification Requests on the following projects: Plainville – Town Line Road Reconstruction (L109-0003), Suffield – Mountain Road Multi-Use Trail (L139-0002), Wethersfield – Wolcott/Franklin Roadway Reconstruction (L159-0002) and Windsor – International Drive Roadway Improvements (L164-0007). Finally, there was presentation by Matt Blume from CTDOT on Berlin Turnpike Signals Project.

- **Policy Board**

- The Policy Board held a meeting on April 28. Planning staff attended and reported on Transportation Committee and Community Development activities.

### **Freight Planning Coordination**

- *See Task 3e for details.*

### **Coordination with State and Federal Representatives, and MPOs**

- Coordinated with State and Federal representatives as needed.
- Continued participation in MAP Forum. Attended an organizational call on April 9.
- Staff participated in CTDOT's COG Coordination meeting on April 6.
- Staff participated in CTDOT's coordination meeting regarding urban areas and Census 2020 on April 26.
- Sent meeting notes of MPO/COG coordination call with PVPC and the Hartford TMA to respective partners.
- Coordinated with Senator Murphy's, Representative Hayes', Representative Larson's, and Representative Courtney's offices regarding earmark legislation and potential projects

### **Consistent with Public Participation Policies**

- No complaints of Title VI discrimination were received this month.
- A representative from the Connecticut Coalition for Environmental and Economic Justice (CCEEJ) is on the CRCOG Transportation Committee as a voting member.
- *Note: Public participation activities specific to tasks and studies are listed in the relevant sections of this report.*

### **Staff Training and Development**

- Attended freight-related webinars and trainings as available (see Task 3e for additional details).
- Attended Title VI/EJ/Public Participation webinars and trainings as available (see Task 5 for additional details).
- Continued discussions about the development of an CRCOG Project Management Training for staff.
- Attended "Biden's American Jobs Plan and Transportation" webinar on April 1.
- Attended "The Future of Mobility: What's Next for American Cities?" webinar on April 9.
- Attended FTA Region 1 "New England Peer Exchange on Vaccine Access" on April 14.
- Attended "A New Approach to Parks and Recreation System Planning" on April 16.
- Attended "Best Practices in Balancing Land Use and Economic Development" webinar on April 28.
- Attended ASCE Virtual Cutting Edge Technology Tours - Georgia DOT The Ray Highway.

- Attended Infrastructure Summit with representatives DeLauro and DeFazio on April 6.
- Attended ITE Roundabout Standing Committee Quarterly Mtg on April 9.
- Attending UCONN Speed Management Training on April 28.
- Management attended Human Resources Training on April 29

### **Transit Planning**

#### **Transit Planning & Policy Assistance**

- Continued to coordinate with Towns and Hartford Foundation for Public Giving regarding a scope of work for a potential Transit-Oriented Development Study. The study would look at specific sites in the *CTfastrak* and *CTrail* corridors and analyze their financial feasibility.
- Received RFQ responses for the TOD Roles, Visioning, Feasibility, and Financial Tools study. Six responses were received. Assembled a RFQ review panel and began reviewing responses.
- Conducted biannual utilization counts of the commuter parking lots in the CRCOG region.
- Coordinated with CTDOT and Southington regarding the Town's interest in pursuing local bus service.
- Attended HNS Monthly coordination meeting on April 20.

#### **Transit-Oriented Development & Town Center Action Collaborative**

- Attended an April 7 meeting with Windsor Locks and Federal DOT representatives relating to the Build America program and potential funding avenues for land acquisition or accumulation for TOD at near the Windsor Locks station site.

#### **CTrail Hartford Line Activities**

- Reviewed revised draft executive summary of the Rail Improvements Economic Impact Study. Consultants presented on the study at the April 6 Corridor Advisory Committee meeting and at the April 28 Policy Board meeting.
- Received six RFQ responses for consultant services to assist with an upcoming Transit-Oriented Development study. Began reviewing responses.

#### **Transit Safety Performance Targets**

- CRCOG staff presented a memorandum at the Transportation Committee meeting on Monday, April 26, about the new Public Transportation Agency Safety Performance (PTASP) targets. It was recommended that committee members review targets for six agencies and plan on taking action at the May 2021 meeting.

#### **Corridor Advisory Committee**

- Held a Corridor Advisory Committee meeting on April 6.

#### **Municipal Grant Program**

- CTDOT notified towns of their obligation to submit materials for maintaining their eligibility for funding within the MGP program for dial-a-ride funding. CRCOG staff sent out a reminder to town on April 9 to the same effect,

informing them that required documents should be submitted by the May 3rd deadline. CRCOG staff will gather materials and convey them to CTDOT once the deadline passes. Staff may also assist CTDOT in contacting towns that encounter delays in submitting their materials.

- Primary responsibility for this program is being shifted to a new CRCOG staff member, although staff members with experience in this area will continue to act in a supporting role.

### **Section 5310 Program**

- CRCOG staff have begun receiving information from CTDOT about this year's Section 5310 funding application cycle. It is expected that it will formally begin soon. Staff have been discussing and preparing for this year's competition.
- Primary responsibility for this program is being shifted to a new CRCOG staff member, although staff members with experience in this area will continue to act in a supporting role.

### **Project Selection and Programming**

#### **FFY 2021-2024 Transportation Improvement Program (TIP)**

- TIP amendments this month included New Britain – Beeline Trail Phase 1, District 4 – Traffic Signal LED Re-Lamping, District 1 – Replace Traffic Control Signals at Various Locations (*deferred from March Transportation Committee Meeting*) and Newington – EV Chargers at State Agencies.

### **STP Block Grant Program (and State LOTCIP Program - billed to LOTCIP funding)**

#### **Project Funding & Development**

- CRCOG released a Transportation Planning Study solicitation on March 8, with applications due on April 26. Staff responded to inquiries from interested towns. Five (5) applications were received, which are currently being reviewed and ranked by staff.
- Prepared support letters for Towns that were interested in receiving potential federal earmarks.
- Attended webinar regarding applying for RAISE Grants on April 28.

### **LOTICIP Efforts this month included:**

#### **Zoom/Remote Meetings:**

- Attended a Kick-Off on-board meeting with the Town of Avon on April 1
- Attended a Preliminary Design On-Board meeting with New Britain representatives for Downtown 8 Project on April 6
- Attended a meeting with the Town of Southington representatives, consultants, CTDOT Traffic, and District to discuss comments regarding Plantsville Intersection Improvement Project on April 15
- Met internally to discuss LOTICIP Database Management on April 20, 2021
- Met with Berlin representatives/consultants regarding revised pavement design and potential funding increase for Various Roadways Project on April 22
- Attended internal meeting regarding funding increase reviews on April 23
- Attended internal transportation staff meetings to discuss LOTICIP projects.

***Town and CTDOT Communications:***

- Continue to facilitate advancement of CRCOG approved LOTCIP projects to CTDOT
- Prepared for and submitted three quarterly reports: CRCOG, Sub-Committee/TC and CTDOT in April
- Drafted four (4) memos for three funding increases (Windsor International Drive Pavement Rehabilitation, Suffield Mountain Road Multi-Use Trail and Wethersfield Wolcott/Franklin Reconstruction) and one scope modification (Plainville Townline Road Reconstruction) for sub-committee and TC meetings in April for approval
- Submitted letters to CTDOT requesting approval of funding increases/scope modification
- Provided consultant comments to municipalities for three (3) applications: Plainville Reconstruction of Whiting, New Britain John Downey Drive Safety Improvements and Enfield Town Farm Road Multi-Use Trail
- Received Final Design Submission from Stafford for Leonard Road Bridge Replacement Project and forwarded to consultant for review
- Received Preliminary Design Submission from Manchester for Bidwell/Hartford Streets Shared Use Path Project and scheduled an on-board meeting in May
- Discussed pavement treatment for International Drive with Town of Windsor
- Received notification from District 4 (no further issues to address) for Suffield Mountain Road; submitted final design for consultant review and subsequently submitted for CTDOT review
- Received Final Design package from town/consultant for Coventry Swamp Road based on consultant comments – waiting for district sign-off and ROW documentation
- Discussed status of final design submission of West Hartford Trout Brook Project and preliminary design submission of New Park Avenue with Town
- Notified from CTDOT that a Commitment to Fund (CTF) Letter is pending for Ellington Route 83 Sidewalk Project; town satisfied District comments
- Submitted cost funding increase and scope modification request to CTDOT for Newington Robbins/Maple Complete Streets Project
- Discussed South Street Project with Town of Coventry; CTDOT issued comments
- Provided additional three (3) projects applications to be reviewed by on-call consultants for eventual submission to CTDOT
- CTDOT issued Commitment to Fund Letter for Simsbury Hopmeadow Sidewalk Installation Project (L128-0002)
- District issued comments for Simsbury Hopmeadow Sidewalk Project (L128-0002)
- CTDOT issued an Authorization to Advertise Letter South Windsor Avery Street 5 (L132-0004)
- CTDOT issued environmental screening results for Marlborough North Main Sidewalk Installation Project (L078-0004) and Farmington Colt Roundabout Project (L051-0004)
- Received Preliminary Design from Berlin Various Roadways Improvement Project – Discussing revised pavement design and cost estimate with town and consultant

- Town submitted SHPO letter and received response letter for Coventry Swamp Road Project (L032-0003)
- Scheduled a meeting in May to discuss 2022 LOTCIP Solicitation Discussion
- Town submitted Preliminary Design for Farmington Roundabout Project and Department distributed for review
- Followed up on status of Simsbury/Bloomfield Route 189 Multi-Use Trail Project
- CTDOT issued comments for Farmington Brickyard Road Phase 2 application
- Submitted requested information to CTDOT regarding Multi-Use Trail Plan/Cost Estimate for Newington Robbins Maple Project
- Coordinated with the following municipalities regarding projects and/or application advancement: Avon, Bloomfield, Coventry, Farmington, Glastonbury, Manchester, Marlborough, New Britain, Newington, Plainville, Simsbury, Stafford, South Windsor, Southington, Vernon, West Hartford, Willington, and Windsor.

#### ***Administrative/Invoicing:***

- Drafted an addendum for an increase in BETA agreement amendment and sent to consultant for signature
- Processed BETA and CHA consultant invoices/Work Orders
- Updated four (4) LOTCIP financial spreadsheets, including bid analysis, cost analysis and metrics
- Created a project tracking worksheet
- Revised publication for newsletter highlighting LOTCIP benefits.

#### ***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 & follow up discussion
- Allocated project on-call reviews
- Coordinated application reviews for 2020 Solicitation
- Discussed projects, reviews, applications with consultants
- Discussed temporary ROW process for LOTCIP projects.

#### ***Congestion Mitigation and Air Quality Program (CMAQ)***

- CRCOG is waiting to hear from CTDOT regarding the CMAQ applications it submitted for statewide selection.

#### ***Vulnerable Users Planning***

##### **Regional Bikeshare**

- Held a scooter share check-in call on April 15 and 28.
- The Superpedestrian scooter share program held a launch event on April 22.

#### ***System Management and Operations***

##### **Congestion Management**

- Staff is continuing to investigate congestion and Crashes Ranking (CCR) effort output.

## **Safety Management**

- Continue to maintain Safety Performance Measures webpage and ADA Self Evaluation and Transition Plans webpage on CRCOG website.
- Regional Transportation Safety Plan - no activity this month
- Began review of the draft Strategic Highway Safety Plan received from CTDOT for review and comment

## **Traffic Incident Management (TIM)**

- Completed work on final draft of TIM pocket guide and sent to vendor to begin work on final product.
- Completed crash data analysis for site specific request and regional summary.
- Participated in the following meetings/webinars:
  - "FoRRRwD Webinar: You Have Crash Data, Now What?" on April 8
  - Greater Hartford Traffic Incident Management Coalition Work Group meeting on April 14
  - Maine / New Hampshire TIM Committee meeting on April 23
  - "NOCoe Webinar: Talking TIM Webinar Series" on April 28
  - Capitol Region Emergency Planning Council Meeting on April 29
- Began research and discussion related to Fire Suppression Standpipe Requirements set forth by CTDOT at request of West Hartford Fire and Career Fire Chiefs Association.

## **ITS Planning**

- CRCOG staff serves as a member of Board of Directors and Secretary of ITS-CT. Staff organized and attended ITS-CT board of directors' remote meeting on April 22. This meeting discussed about planning for the annual meeting and other ITS activities.

## **Freight Planning**

### **Support the Connecticut Statewide Freight Plan**

- CRCOG continues to be available to work with CTDOT to implement the recommendations within this plan.

### **Interstate Nature of Freight Problems**

- Discussions related to working with CTDOT and the MAP Forum to coordinate MPO freight planning efforts with statewide and multi-state freight planning are ongoing.

### **Training and Coordination with Others**

- Remained available to work with CTDOT and the MAP Forum to coordinate CRCOG freight planning efforts with statewide and multi-state freight planning.
- Attended FHWA Talking Freight Webinar "Rail Freight Growth Opportunities and Challenges" on April 21.

### **Maintain a Freight Webpage**

- A freight webpage is present on the CRCOG website and is updated as needed.



## **Livability and Sustainable Communities**

### **Monitor Funding Opportunities**

- (See Task 3f – Outreach)

### **MetroHartford Brownfields Program**

- On April 1, staff met with our Fuss & O'Neill, the environmental professional for the assessment grant to discuss strategy for soliciting and selecting sites for assessments. Under this grant, we will fund environmental assessments with a priority on sites which will support Transit Oriented Development, are located in Hartford, and/or are in Opportunity Zones.
- Under the Brownfields Revolving Loan Fund (RLF) program, staff continued coordination with the Town of Berlin regarding 889 Farmington Avenue which is part of a TOD redevelopment site adjacent to the Berlin train station and is receiving subgrant funding under the EPA's RLF program. Staff also continued coordination with the Town of Somers regarding an RLF subgrant to fund remediation in the vicinity of the Scantic River retaining wall at the site of the former Somersville Mill as well as continued coordination with Capital for Change on the underwriting of an RLF loan for the remediation of the Silver Lane Plaza in East Hartford.
- Also, in April, staff submitted quarterly reports to the EPA on the Assessment and RLF grants.

### **Connecticut Resource Conservation & Development**

- In April, staff submitted a report on planning considerations for Environmental Team Report (ERT) project on the Great Meadows Conservation Trust's Wood Parcel in Wethersfield. CTRC&D is preparing a multi-disciplinary ERT for the site.

### **Sustainable CT**

- Staff attended Spring Reviewer training in preparation for reviews of municipal applications to the program on April 6.
- Staff reviewed two applications under the parking management action.

## **Technical Assistance and Project Development**

### **Technical Assistance to Towns**

- To promote the coordination of transportation and land use decisions, as well as coordination of municipal, regional, and state planning, CRCOG utilized the statutory zoning, subdivision, and plan of development review process to comment on the impacts of land use decisions on the transportation network, and conformity of zoning, subdivision and planning proposals with regional and state plans. Between April 1st and April 26th, staff received seven (7) referrals and reviewed and commented on fifteen (15).
- CRCOG's subgrant application for FEMA's Building Resilient Infrastructure and Communities (BRIC) grant program to support the next update to the Capitol Region Natural Hazard Mitigation Plan (CRNHMP) continued to be under review by FEMA in April. Also in April, we submitted an application to Congressman Larson's office requesting Community Project Funding to support the next update to the CRNHMP.

- Coordinated with Towns and supplied letters of support for potential earmark funding.
- Attended Hartford's Asylum Hill Neighborhood Association Economic Development subcommittee meeting on updating the AHNA's strategic plan on April 20th.
- CRCOG staff began assisting Bolton, Coventry, Mansfield, and Tolland with the development of Open Space and outdoor recreation map. Staff is currently in the process of gathering/developing GIS data for project. Staff met with members of municipalities to discuss project on April 5.
- Provided multiple towns with letters of support for their submission of applications to US legislators regarding Transportation & Infrastructure and Appropriations Committee legislative line item projects.

### **Assistance to State and Regional Agencies**

- Attended a coordination meeting with CT MPO Transportation Directors on April 27.
- CT East Coast Greenway Committee: *No activity this month.*
- CT Greenways Council: *No activity this month.*
- Sustainable CT: *Attended training for spring reviews of municipal applications. Reviewed municipal applications.*
- Coordinated with CTDOT throughout April regarding municipal and CTDOT input to US legislators regarding applications for Transportation & Infrastructure and Appropriations committee legislative line item projects.

### **Technical Support on Corridor Studies & Other Special Projects**

- Greater Hartford Mobility Study:
  - Staff have been working alongside CRCOG travel demand modeling consultant to prepare model output as a resource in Greater Hartford Mobility Study.
  - Continued contact between the two study teams to discuss the methodology for analyzing transit propensity.
- Route 229 Study:
  - Attended Project Advisory Committee meeting on April 7.
- Attended the Hartford Complete Streets Task Force meeting on April 12.
- Attended the Multimodal Transit Summit planning committee meeting on April 23.
- *See details identified in Tasks 6 through 12.*

### **Public Participation, Title VI, and Environmental Justice**

#### **Title VI**

- Attended WTS Connecticut's "Diversity Equity & Inclusion Training Series: Inclusive Leadership" on April 28.
- All Title VI program documents (including the most recently adopted Policy and Program) are available on the CRCOG website through a link entitled: Civil Rights and Title VI Information.
- No complaints of Title VI discrimination were received this month and there are no ongoing complaints under review.

## **Environmental Justice**

- A Connecticut Coalition for Environmental and Economic Justice representative is on the CRCOG Transportation Committee as a voting member.

## **Reducing Language Barriers**

- *Note: Public participation activities specific to other tasks and studies are also listed in the relevant section of this report.*

## **Standard Public Involvement Activities**

- Staff continued training on Lucidpress software and began creating new templates designs for presentations, agendas, minutes, and resolutions.
- *Note: Public participation activities specific to other tasks and studies are also listed in the relevant section of this report.*

## **CRCOG Website and Accessibility**

- Continued to keep the website up to date.

## **Transportation Safety & Improvement Study, Farmington, and Hartford**

- This Study has been completed. The Route 4 Farmington Study Final Report and Executive Summary are posted on the CRCOG website.
- Hard copies of the report have been requested from the consultant, for CRCOG files and submission to CDOT and FHWA

## **Route 5 Corridor Study, East Windsor**

- Continued work on administering the project, including coordination call and processing one invoice.
- Held a virtual meeting on April 8 with CTDOT staff and study consultant on corridor improvement alternatives. This meeting helped select viable preliminary alternatives to be presented at the next advisory committee meeting.
- Scheduled the next advisory committee on May 5 to discuss the preliminary alternatives for the corridor.

## **Roundabout Safety and Feasibility Screening**

- CRCOG staff submitted a draft Scope of Work to CTDOT and is waiting for receipt of all comments.

## **Transit Priority Corridor Implementation Strategy**

- Processed one consultant invoice.
- Held regular check-in calls with the consultant team.
- Attended Working Group meeting on April 1. Reviewed minutes from the meeting.
- Reviewed and gave feedback on Review of Plans & Studies and Existing Conditions & Corridor Selection documents.

### **Routes 190 and 220 Corridor Study (Enfield)**

- Held check-in call with Town on April 21.
- Continued to follow up action items with Town and consultant.
- Held check-in call with CTDOT project manager on April 12.
- Created a project webpage on the CRCOG website and have begun gathering crash repository data.

### **Farmington Area Connectivity Study**

- The four-person Consultant Selection Panel reviewed the Qualification Statements received from six consulting firms. Qualifications were rated and a short list was submitted to CTDOT for approval. CTDOT approved the shortlist. CRCOG staff notified the 5 shortlisted firms of interviews to be conducted the first week of May and notified the one firm not making the shortlist.

### **Water Utility Coordinating Committee**

- CRCOG continues its participation as representative on the Water Utilities Coordinating Committee (WUCC) and Connecticut Water Planning Council. however, there was no activity to report this month.

### **Comprehensive Economic Development Strategy**

- Attended the AdvanceCT Partners meeting on April 21.
- Met with Capital Workforce Partners to discuss regional collaboration on workforce issues on April 23.
- Attended the Campaign for Working Connecticut meeting on April 8.
- Met with United Way to discuss the ALICE report on April 7.

### **Regional Planning Commission**

- In April, staff arranged for a land use attorney to present a training session and update on recent legislation to the Regional Planning Commission at their upcoming June 17 meeting.

### **CDC Active Transportation Planning**

Staff worked on a CDC-funded active transportation project that is being conducted statewide:

- Submitted monthly report to the Department of Public Health.
- Developed draft work orders for four projects.
- Held check-in calls with the consultants on April 5 and April 19.
- Held check-in call Bike Walk CT regarding Train-the-Trainer workshops on April 8 and April 23.
- Held check-in call with UConn regarding CT Trail Finder on April 21.
- Held a check-in call with DPH on April 27.