



MEMORANDUM

DATE: January 8, 2021
TO: CRCOG Policy Board and Alternates
FROM: Lyle Wray, Executive Director
SUBJECT: CRCOG December 2020 Monthly Report

Happy New Year. All the best in 2021.

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

Executive Director Report

On Tuesday December 1 reviewed a draft RFP (Requests for Proposals) for crumbling foundation insurance manager. Attended the videoconference of CTDOT (Connecticut Department of Transportation) and CTCOGs (CT Association of Councils of Governments). Attended an all CRCOG staff racism awareness half day live video course. Took part in the state ESF-14 COVID-19 video conference.

On Wednesday December 2 with other CRCOG staff took part in our annual pension holdings review with three staff from PASI Inc. Took part in a call with Collins Center consultants to the CCM (CT Council of Municipalities) study on shared services. Took part in the National Association of Regional Councils state and local supreme court case review for 2020. Took part in the ACIR Local Government of the Future committee on proposed legislation for the 2021 session. Listened in on the Governor's conference call on COVID-19 with state municipal leaders.

On Thursday December 3 took part in two webinars –one on evidence-based policy making and the other from CCSU on advancing racial equity in CT.

On Friday December 4 received word of denial of the statewide US EDA COVID-19 recovery application. Attended the MAP Forum annual meeting by videoconference. Attended the Advisory Commission on Intergovernmental Relations video conference. Helped staff the CRCOG 2021 Legislative Committee videoconference call. Took part in a discussion on the draft of the Transit Oriented Development update proposal in progress. Took part in the Hartford 400 Infrastructure working group videoconference on arranging federal delegation briefings.

On Monday December 7 took part in the weekly staff COVID-19 long term recovery planning call. Chaired the CRCOG manager weekly call. Took part in the CRCOG/City of Hartford coordination call on projects of mutual interest. Took part in a crumbling foundation call with State Treasurer Sean Wooden on a bonding concept to speed up home repairs. Took part in the National Association of Regional Councils Major Metros videocall. Worked on new concepts for the US EDA COVID recovery grant.

On Tuesday December 8 took part in the CTCOG (CT Association of Councils of Governments) videocall. Took part in the CRCOG Municipal Services Committee videocall. Attended part of the 1000 Friends of CT videocall on property tax reform in CT.

On Wednesday December 9 attended part two of a half day all CRCOG staff training session on racism awareness. Had a call with Kathie Lutz and Pete Smith on the 2021 CT legislative session.

On Thursday December 10 worked on next steps for attaining family living wage for the ALICE population and next steps for the US EDA COVID-19 grant.

On Friday December 11 took part with CRCOG staff with United Way leadership on family living wage for ALICE population. Took part in a videoconference with new leadership of CBIA (Connecticut Business and Industry Association) on economic development. Took part in a discussion with CT House chair of the Planning and Development Committee and the Majority Leader on legislative issues.

On Monday December 14 took part in the CRCOG Transportation Committee videocall. Took part in a video call with Global Resilience Institute on COVID-19 recovery work. Took part in the statewide ESF-6 and 14 COVID recovery call. Took part in the NARC (National Association of Regional Councils) Major Metros videocall. Took part in the Community Indicator Consortium Board of Directors videocall.

On Tuesday December 15 chaired the CRCOG managers videocall. Attended a MAP Forum annual meeting debriefing call. Took part in the Knowledge Corridor Steering Committee videocall that was planning for the next annual meeting. Attended the Metro Hartford Alliance videocall for their annual meeting.

On Wednesday December 16 helped staff the CRCOG Policy Board meeting and prepared a follow up action list. Attended the Governor's COVID-19 videocall.

On Thursday December 17 checked in with Mike Piscatelli of New Haven on COVID recovery and land use issues. Took part with staff in a discussion of next steps in an US EDA grant resubmission.

On Friday December 18 took part in the ACIR Local Government of the Future working committee for 2021 legislation. Took part in the CRCOG Planning Department regular check in by videocall. Took part in a COG (Council of Governments) discussion of 2021 legislative issues. Took part in a videocall on the Hartford 400 Infrastructure initiative.

On Monday December 21 hosted the CRCOG manager meeting videocall. Took part in a bill drafting videocall for Planning and Development for the 2021 legislative session. Took part in the statewide videocall for ESF 6 and 14 on COVID-19 recovery.

On Tuesday December 22 took part in the 1000 Friends of CT property tax committee. Took part in a CT COG videocall discussion on RSG formular for COGs for the upcoming budget session. Took part in a call on the economic impact study of the Boston rail link with staff and consultants.

On Wednesday December 23 took part in a call with Kathie Lutz and Pete Smith to follow up on the adoption of the CRCOG 2021 legislative agenda to identify members to outreach to. With rail consultant Dan Hodge went over the current work in the Boston rail economic impact study.

On Thursday December 24 worked on office work for a half day. Closed early for Christmas eve.

On Friday December 25 CRCOG was closed for the Christmas Day holiday.

On Monday December 28 joined our weekly staff preparation call on COVID-19 recovery. Took part in the statewide ESF 6 and 14 COVID recovery and unmet needs videocall.

On Tuesday December 29 took part in a call on COG funding formula for the 2021 legislative session. Had an exit videocall interview with University of Georgia intern for ACIR Ryan Miller. Reread the Governor's Workforce Council strategy report for application to our regional economic strategy update.

On Wednesday December 30 took a half day floater holiday in the morning. Took part in a videocall with Steven Flynn of Global Resilience Institute on next steps for COVID-19 recovery. Listened in on the state COVID-19 call with municipal officials.

On Thursday December 31 worked on office work for a half day. CRCOG was closed in the afternoon for New Year's Eve.

Finance Department Highlights

Finance Director, Winsome Barnaby retired on December 31, 2020 after 47 years of service at CRCOG. The Finance department will deeply miss Winsome's departure and look forward to the challenge of a new year without her direction and guidance.

Tracey Malenfant was promoted to Principal Finance Officer as of January 4, 2021. Congratulations to Tracey!

Tracey will undertake many of Winsome's responsibilities, and overall supervisory responsibilities have been transferred to Pauline Yoder, Chief Operating Officer

CRCOG received a clean Audit for FY 2020 and the audit was completed on December 16, 2020.

Staff has begun preparing budget documents for the upcoming CRCOG 2021-2022 budget.

Municipal Services Highlights

Municipal Services Committee

The Municipal Services Committee met on Tuesday, December 8th. MSC received a presentation by GRI regarding Regional Recovery Plan. The Municipal Services Committee will meet next on Tuesday, January 19th

Long-Term Regional Recovery Steering Committee (RRSC)

The Regional Long-Term Recovery Steering Committee is meeting monthly. In addition, working groups will also meet to coordinate recovery needs.

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

Regional Recovery Steering Committee is currently looking to begin forming the Working sub-committees for economic development and other sub-committees.

The website <https://crcog.org/ltr/> has initial and basic information regarding the Regional Long-Term Recovery Committee.

Questions may be directed to Kim Bona at kbona@crcog.org

CRPC Bid Activities

- CRPC is currently collecting quantities for fuel oil. Quantities are due on January 13th. Please note, Fuel Oil is one of the bids that does not allow piggybacking
- Grass Seed and Fertilizer bids were issued to vendors on January 4th
- and will be opened on January 29th.
- The website for CRPC bids was reorganized to allow easier access to CRPC bids. The new website makes it easier to search for CRPC bids and warehouses future bid results. Visit <https://crcog.org/bids/> for more details or contact Kim Bona.
- CRCOG has conducted an RFQ for COVID-19 related vendors. They can be found on our COVID-19 for municipalities at <https://crcog.org/2020/03/covid-19/>

Upcoming Activities:

- CRPC will begin collecting quantities for Swimming Pool and Water Treatment Chemicals and Bituminous Class 2, Class 2 and Curb Mix in mid-January.

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 19th. 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).

Cybersecurity

Due to availability issues the bimonthly DEMHS Region 3 Cyber Security Task Force meeting on Thursday, 12/10/2020 were cancelled. The next meeting will be on Thursday February 11th, 2021 at 10am. The monthly CT Cyber Security Meeting scheduled for December 28th, 2020 was also cancelled by the state. For additional information, please contact Erik Snowden at esnowden@crcog.org.

Job Order Contracting

Contracts were 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.

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.

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.

Continued to activate registrations on the HR Portal at **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 was sent to cities and towns on Monday, October 5th. **If you have not already completed the FY 2020-2021 Municipal Salary Survey, please do so as soon as possible.** Please visit ctmunicipaldata.org for more information and to access the salary survey. Questions may be directed to Kim Bona at kbona@crcog.org.

Human Resources Initiative

Policy Board approved contracting with Human Resources Consulting Group, LLC. The contract has been executed and information on these services may be viewed [here](#).

Electronic Document Management Services (EDMS)

EDMS has entered program mode. A follow-up demonstration webinar will be held in at the end of January. Please contact 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. CRCOG GIS Coordinator is heading a working group that has collected data on the GIS capabilities of state, university, utility, and regional entities. This data is being synthesized into a summary document to present to the legislature. Work on the document as well as cost estimates continues after a meeting with staff from the Office of the Governor.
- CRCOG GIS staff and CAI Technologies has completed the FY 2021 annual parcel data collection.
- Installation of CAMA data processors continues.

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

Solid Waste Management

CCSWA held its annual meeting on November 30th. Due to the uncertainty with the status of MIRA, CCSWA may be going on a temporary hiatus soon.

Crumbling Foundations:

Requests for Qualifications

The current RFVQ closed December 31st and the applicants are being evaluated. The following companies were selected for remediation services:

Concrete Foundation Issues Facilitation

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

Foundation Testing Program

The Foundation Testing Program has been operating since November 28th, 2017. To date, 2742 applications had been received. 2459 applications had been paid and 6 approved for payment. A total of 2145 unique addresses have been reimbursed through this program.

On-Going Programs and Services

Hosting and IT Services

Regional Online Permitting System

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.

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 2018 State Homeland Security Grant Program (SHSGP) grant. Work on the FY 2019 SHSGP will commence shortly. The FY 20 SHSGP grant application was recently approved by DEMHS and all regions presented the most recent budgets. In addition, through left over State FY 2018 funds, CRCOG will receive an extra \$28,000 for the Hartford Bomb Squad which serves as our regional squad as well as \$58,000 additional for equipment maintenance and sustainment. 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 submitted a National Association of City and County Health Officials (NACCHO) grant for our Medical Reserve Corps.

COVID-19 Support Activities

The Regional Emergency Support Plan was activated on March 18th. The Regional Coordination Center is on a partial virtual activation. Coordination is being done by the ESF-5 (Emergency Management) and ESF-8 (Public Health and Medical Services) duty officers.

The Capitol Region Incident Management Team (CT-IMT3) has been activated and developed an Incident Action Plan (IAP) which is being reviewed by local public health leads and reissued weekly.

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. It was recently opened twice to distribute masks to school districts, and we anticipate this will occur again. 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, 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. MRC volunteers have also begun assisting at Bradley International Airport to distribute materials for the Governor's Travel Advisory program.

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.

Participated in the CRCOG Cybersecurity Task Force meeting.

Working with the Department of Public Health to act as the fiduciary agent for local public health emergency preparedness funds. The third and fourth 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. BP1 ended on June 30th and we begin BP2 (while waiting for guidance from DPH). We continue to have CRI Lead meetings on a weekly basis along with local Public Health Director Zoom meetings.

Policy Development and Planning Highlights

Regional Planning Commission (RPC). Staff provided comment letters to RPC for several referred applications.

Municipal Zoning, Subdivision and Plan Referrals. Nine (9) new referrals were received. Comment letters were issued for three (3) referrals.

MetroHartford Brownfields Program. Staff reviewed the 13 proposals received in response to our Request for Proposals for Licensed Environmental Professionals services to assist our EPA-funded Brownfields Assessment program. Staff also requested reviews of the proposals from municipal and EPA partners. Interviews will be conducted in January with top ranked firms. Staff also reached out to subgrant recipients regarding progress on projects in the Revolving Loan Fund (RLF) program.

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. Staff worked on a draft scope of work for a new TOD study. Staff revised the draft scope based on feedback from CTDOT. Staff are working to setup a meeting with affected towns.

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.

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

- Presented to CDC on grant efforts at a virtual "Site Visit" on December 10.
- Held check-in calls with the consultants on December 14.
- Held coordination meetings regarding the CT Trail Finder project on December 14 and 21.
- Began evaluating project applications submitted under the year 3 solicitation.

Regional Bikeshare. Staff is drafting a scope of work for a potential update to the 2014 Regional Bike Share Feasibility study. Staff has set up monthly check-in calls with Superpedestrian and the City of Hartford, held call on December 2. Staff is coordinating with legal counsel to discuss CRCOG's contract with the original bike share vendor and assignment to Superpedestrian. Staff attended the City of Hartford Scooter Share Working Group on December 21.

Comprehensive Economic Development Strategy/Economic Development.

Participated in a meeting for a statewide Next Generation Industry Sector Partnerships initiative on December 18.

Participated in a Regional Long-Term Recovery Coordination Meeting on December 14. Helped organize and participated in meetings to discuss the Hartford 400 project and a broader regional transportation vision on December 4 and 18.

Met with representatives of the Governor's Office and DECD to discuss resubmitting an application to the EDA CARES Act program on December 22.

Worked to schedule a meeting of the CEDS Implementation Committee for late January 2021.

Wrote a letter of support for a University of Hartford EDA grant application.

East Hartford Silver Lane Transportation Corridor Study. No activity.

Enfield Routes 190 & 220. Staff drafted revisions to scope in response to CTDOT comments. Held call with consultant on December 11 to finalize changes. Provided update to Town on changes and coordinating with Town to finalize and sign project agreement. Coordinating with CTDOT to get revised PAL for signatures.

CRCOG Foundation. No activity.

Scenario Planning. Staff continued collecting land use and zoning data for CRCOG's 38 towns to support our scenario planning initiatives. Held check in call with Urban Footprint staff to discuss CRCOG use of software and ways Urban Footprint can continue to support our efforts.

Connecticut Resource Conservation & Development. CRCOG continues its participation as a representative on the Connecticut Resource Conservation & Development (CT RC&D). Staff participated in a CTRC&D Board meeting on December 2nd and a call regarding a potential Environmental Review Team project for a site in Wethersfield.

Sustainable CT. No staff activities involving CRCOG occurred during December.

Natural Hazard Mitigation Plan. Staff submitted additional information in December to support a grant 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. Staff also attended a meeting of the State Natural Hazard Mitigation Planning Committee on December 18th.

Other

Staff attended the CRCOG Racial Awareness and Bias Training sessions on December 1st and 9th.

Staff attended the Hartford Complete Streets Working Group on December 14.

Staff attended a webinar on December 3rd on Water Pricing and Conservation at the request of the Central Water Utility Coordinating Committee.

Staff also attended webinars on:

- December 10, entitled "Micromobility: Scooter Technology and Accessibility in Cities"

Transportation Highlights

Task 1: Management of the Planning Process

Staff and Task Management

- While working remotely Planning staff met daily via Zoom to discuss on-going work assignments.
- 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.
- Continued working to fill the Senior Planner position within the Community Development Unit. An offer has been accepted and the candidate is to start in January.

Task 2: 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 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.
- Staff continued to use data output from Northeast Corridor Model for visualizations, gaining more understanding of how this particular model is structured.
- CRCOG have produced complex visualizations of traveler flow data derived from the NEC Model output together with Journey to Work data from the US Census Bureau.
- CRCOG staff worked with a consultant with CRCOG TDM output for analyzing traffic movements (inflows) into a defined area around the urban core of Hartford and East Hartford. Several maps and tables have been produced and will be further refined to create a user-friendly presentation of the major inflows and outflows of traffic in this area.

Maintain the Regional GIS/ Web Access to GIS/ CRCOG Website and Accessibility

- CRCOG GIS Staff and CAI Technologies have concluded collection of parcel updates from member municipalities and have had preliminary discussions regarding a second phase of ArcGIS Enterprise development.
- 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. This group meet with officials of the Office of the Governor on December 22nd.
- CRCOG GIS Staff are gathering municipal data for updates of regional zoning and land use datasets.
- CRCOG GIS Staff has completed update the parcel layer for the Town of Columbia.
- 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.
- Continue to maintain and update CRCOG Transportation Department website.

Performance Metrics

- Staff have analyzed and reviewed Safety Performance Measures for 2021. Staff presented these to the Transportation Committee in November for consideration and requested that in December the TC would recommend that the Policy Board adopt the state's targets. This occurred and the formal notification of agreement will be submitted to CTDOT by the February 27, 2021 deadline.

Travel Time Reliability with NPMRDS

- Staff conducted some initial analysis on 2020 NPMRDS data to determine the system reliability and the possible impact of lower traffic volumes due to widespread remote work during COVID-19 outbreak. Staff are prepared to conduct analysis on all of 2020 once the data become available in early January 2021.

Analysis of Crash Data & Connecticut Crash Data Repository

- 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.

Data Management

- Staff met to discuss data storage needs for large data sets such as NPMRDS. It has been proposed to utilize free space on CRCOG SQL server.
- Staff have been familiarizing themselves with the new data portal for census data. This new format will affect on how planners and researchers access data from the census.

Scenario Planning

- Prepared land-use data for use by the consultants to setup the CommunityViz scenario planning software package. Held a meeting with the consultants on December 22.

Task 3: Planning and Policy Development

Staff Support to CRCOG Committees

- Transportation Committee
The Transportation Committee held a meeting on December 14. Agenda items included the adoption of the November 16 meeting minutes, and staff reports on Greater Hartford Mobility Study Factsheet, Cumulative Statewide LOTCIP Finances, CTDOT Solicitations Update and Centerline Rumble Strip Program for Local Roads. Actions items included LOTCIP Funding Increase Request: Route 189 Corridor Multi-Use Trail, Simsbury/Bloomfield, Performance Measures – 2021 Annual CTDOT Safety Targets and Approval of Regional Transportation Safety Plan – Capitol Region. Finally, there was a presentation on **CTrides** Program Overview and COVID 19 Return to Work Survey Results by Ed Perzanowski, Statewide Commuter Program Manager, **CTrides**.
- Policy Board
The Policy Board held meetings on December 16. CRCOG staff attended and reported on Transportation Committee activities.

Metropolitan Transportation Plan

- Continued to review TIP amendments for general conformance with the MTP.

Coordination with State and Federal Representatives, and MPOs

- Coordinated with State and Federal representatives as needed.
- Coordinated with key CT MPO Transportation Directors and held a meeting with Kim Lesay CT DOT Planning Director on December 9.
- Continued participation in MAP Forum – including freight planning efforts.
- Staff participated CTDOT/COG coordination meeting on December 1.
- Staff held teleconference with CTDOT Highway Management Unit on December 7. Various topics were discussed including CRCOG's work on analysis of highway travel time performance measures and the CMP, and the Farmington connectivity study of an extension of Monteith Drive crossing the Farmington River with new bridge.

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).
- All staff participated in Racism Awareness / Bias Training on December 1 and 9.
- CRCOG staff completed a remote 6-week MOOC (massive open online course) from ESRI called *Spatial Data Science: The New Frontier in Analytics* from late October through early December. The course was conducted using ArcGIS Pro as opposed to ArcMap. Topics included random forest regression, clustering analysis, finding optimal business sites based on multiple criteria (such as road access, slope, exposure to sunlight, land use, etc...), as well as simulation. These methodologies explicitly take geographic location into consideration in their mathematical calculations, in contrast to traditional analytical and statistical methods that cannot do so, even when needed.

Task 3a: Transit Planning

Transit Planning & Policy Assistance

- Continued coordination with CTDOT, CT **transit**, and the Town of Wethersfield regarding bus shelter maintenance.
- Developed a scope of work for a potential Transit-Oriented Development Study. The study would look at specific sites in the CT **fastrak** and CT **rail** corridors and analyze their financial feasibility. Received comments from CTDOT and began scheduling a meeting with affected towns.

Coordinated Plan of Human Services Transportation

- CRCOG staff worked with CTDOT staff to rank and prioritize applicants for traditional and non-traditional funding under FTA Section 5310 funding program. Notices of awards (or not receiving an award) were sent out by CTDOT staff in the middle of December.

CTrail Hartford Line Activities

- Continued to monitor progress of the CT*rail* Hartford Line.
- Held a project update meeting for the Rail Improvements Economic Impact Analysis on December 14. Held stakeholder interviews on December 22 and December 23.

Task 3b: Project Selection and Programming

FFY 2021-2024 Transportation Improvement Program (TIP)

There were no TIP amendments in December.

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

Zoom/Remote Meetings:

- Attended an on-board 90% design review meeting for Stafford Leonard Road on December 2
- Attended a meeting with the towns of Simsbury/Bloomfield regarding the Route 189 Corridor Multi-Use Trail Project funding increase request on December 14
- Attended a meeting with CTDOT/Town of Coventry regarding traffic issues for Coventry Swamp Road on December 14
- Participated in conference call regarding Hebron Martin Road Project on December 14
- Attended Vernon Complete Streets (L146-0003) discussion with CTDOT and Town representative on December 15
- Attended internal transportation staff meeting (via Zoom) to discuss LOTCIP projects on December 4,7,11,14,18, 21 and 28.

Town and CTDOT Communications:

- Continue to facilitate advancement of CRCOG approved LOTCIP projects to CTDOT
- Submitted final design package to CTDOT for South Windsor Avery Street 5 Project (L132-0004) on December 16
- Received final design package for review from Southington Plantsville (L131-0002) Safety Improvements on December 11
- Provided twelve (12) projects applications to be reviewed by on-board consultants for eventual submission to CTDOT
- Submitted request to municipalities for project information for Quarterly Report (Quarter 2)

- CTDOT issued Traffic Engineering comments for Swamp Road 90% design submission on December 4
- City of Hartford provided an update on final design submission for Main Street/Boce Barlow Project
- Submitted Marlborough North Main Street Project Application to CTDOT on December 8
- Received Pavement analysis information guidance for applications from CTDOT
- CTDOT issued application comments to Rocky Hill Elm Street (L118-0003) on December 10; town responded on December 15
- CTDOT issued an Environmental Screening for Manchester Hartford and Bidwell Street Multi-Use Trail (L076-0006) on December 3 and Plainville Townline Road (L109-0003) on December 10
- CTDOT issued a Commitment to Fund Letter (CTF) for Kensington Bridge Project (L007-0002) and East Hartford Brewer Street IV (L042-0002) on December 1 for \$3,188,000.
- Drafted a memo for funding increase approval request for Simsbury/Bloomfield Route 189 Corridor Multi-Use Trail (L128-0001)
- Follow up with CTDOT on project status of Ellington Route 83 Sidewalk (L047-0002)
- Follow up on status of Windsor International Drive application and Windsor Day Hill Drive funding increase request
- Coordinated with the following municipalities regarding projects and/or application advancement: Berlin, Bloomfield, Coventry, East Hartford, Farmington, Glastonbury, Hebron, Manchester, Marlborough, New Britain, Newington, Plainville, Simsbury, Stafford, South Windsor, Vernon, and Windsor.

Administrative/Invoicing:

- Processed BETA and CHA consultant invoices/Work Orders
- Updated four (4) LOTCIP financial spreadsheets, including bid analysis, cost analysis and metrics
- Piktochart

Consultant Coordination:

- Coordinated preparation of invoices, design review memos and minutes
- Processed Notice to Proceed documents for signature
- Worked with consultants on negotiated lump sum fee and follow up discussion
- Allocated project on-call reviews.

Congestion Mitigation and Air Quality Program

- CRCOG received 2021 CMAQ solicitation guidance from CTDOT on December 4. Based on the guidance, CRCOG has invited member municipalities to submit proposals for projects to be funded under the federal Congestion Mitigation and Air Quality (CMAQ) Program. For each solicitation, which typically covers a two-year period, the Connecticut Department of Transportation (CTDOT) earmarks \$12 million each year in CMAQ funds, prior to matching requirements, to fund CMAQ project proposals from the MPOs/Rural COGs. Per CTDOT's guidance,

CRCOG will be permitted to submit five (5) projects for consideration. The deadline for CMAQ Application to CRCOG is Friday, February 19, 2021. CRCOG is also requesting a Notice of Intent to Apply from its municipalities by Monday, January 8, 2021.

Task 3c: Vulnerable Users Planning **Bicycle & Pedestrian Subcommittee**

- Planned for and held a Bike/Ped Subcommittee meeting on December 8.
- Finished inputting data from the annual bike/ped count. Conducted initial analysis of the data.

Bikeshare

- Held check-in call on December 2.
- Coordinated with legal counsel to discuss CRCOG's contract with the original bike share vendor.
- Attended City of Hartford Scooter Share Working Group on December 21.

Task 3d: System Management and Operations

Congestion Management

- CRCOG staff completed the latest Congestion Management Report and shared the report with federal/state and other COG partners.
- Delay data from the CMP has been used to develop a list of the top congested segments for Freeways and Arterials, respectively. This ranking will be refined and used in the future to help prioritize CRCOG resources to the most optimal places. There are plans to expand the ranking analysis to segments not included in the original CMP analysis. This will require some upfront work to properly classify certain segment attributes which are an integral part of the calculation of delay within the CMP analysis.

Safety Management

- Continue to maintain Safety Performance Measures webpage and ADA Self Evaluation and Transition Plans webpage on CRCOG website.
- Participated in the UConn T2 Safety Circuit Rider meeting on December 17.
- Participated in the Partners Panel Discussion at the CT Strategic Highway Safety Plan Virtual Summit on December 8. Attended the CT SHSP Virtual Summit on December 9.
- Presented a draft resolution to the CRCOG Transportation Committee at the December 14 meeting, to recommend approval of the Regional Transportation Safety plan by the CRCOG Policy Board. The Policy Board approved the Resolution at their December 16 meeting.
- Presented a draft resolution to the CRCOG Transportation Committee at the December 14 meeting, to recommend support of the CTDOT annual 5 safety performance targets by the CRCOG Policy Board. The Policy Board approved the Resolution at their December 16 meeting.

- Provided an update of the CTDOT highway safety program, that offers installation of centerline rumble strips on town owned roads, at no cost to the towns.

Traffic Incident Management (TIM)

- Participate in the following:
 - TIM Training modules – Responder Safety
 - Training session Tuesday- NCCJ racism awareness
 - T2 Signal Spotlight session on Berlin Turnpike Adaptive Signal on December 3
 - Strategic Highway Safety Plan Summit- on December 8 and 9
 - Every Day Counts Summit on December 8-10
 - Talking TIM Webinar on December 15
 - TIM After Dark Meeting with representatives from NJ, PA and Delaware on December 15.
- Completed final draft of TIM pocket guide and sent out to Coalition members and vendor to begin development.
- Sent updated membership information to TIM Coalition and began work on Jan 2021 Newsletter
- Worked on building TIM pocket guide sections.

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 December 21. This meeting accepted the slate of officers and directors for the next ITS-CT board.

Task 3e: Freight Planning

Freight-Related Coordination

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

Freight Training

- Attended "Freight and Logistics Symposium: Freight Demand & Capacity in the Era of COVID-19" on December 4.

Maintain a Freight Webpage

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

Task 3f: Livability and Sustainable Communities

Encourage Interagency and Interdisciplinary Collaboration and Coordination

- CRCOG continues its participation as a representative on the Connecticut Resource Conservation & Development (CT RC&D). On December 2nd, staff attended a virtual bi-annual meeting of the CTRC&D Board.
- CRCOG also continues its participation as representative on the Water Utilities Coordinating Committee (WUCC) and Connecticut Water Planning Council. Staff attended a webinar on water pricing and conservation at the request of the WUCC Implementation Committee.

Brownfields

- Staff continued work to start up the recently awarded EPA Brownfields Assessment grant including reviewing proposals for licensed environmental professionals (LEPs) to undertake investigations on contaminated and/or potentially contaminated sites. Thirteen (13) proposals were received. Under this grant, we hope to fund a number of environmental assessments which will ultimately support the reuse of sites for Transit Oriented Development.
- Under the Brownfields 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.

Task 4: 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. During the month of December, staff received nine (9) referrals and reviewed and commented on three (3).
- At the request of DEMHS, staff made some revisions to the recently submitted sub- application for a FEMA Building Resilient Infrastructure and Communities (BRIC) planning grant to update the Capitol Region Natural Hazard Mitigation Plan.
- Offered support to City of New Britain regarding construction project close out delays resulting from various delayed CTDOT approvals (change orders, material certifications, etc.) on project 88-188.
- Held coordination teleconference with the City of Hartford on December 7 to discuss ongoing and upcoming projects and funding opportunities.

Assistance to State and Regional Agencies

- Continued coordination with CT MPO Transportation Directors on shared concerns following initial October and November monthly meetings.
- Attended virtual meetings of the CTRC&D and State Natural Hazard Mitigation Planning Committee.

Technical Support on Corridor Studies & Other Special Projects

- Greater Hartford Mobility Study:
 - Staff arranged for representatives of the GHMS to present an overview of the study to the Transportation Committee meeting in January.
- CDC Active Living – Community Transportation Planning and Implementation (funded with a grant from the CT Department of Public Health):
 - Staff worked on a CDC-funded active transportation project that will be conducted statewide:
 - Presented to CDC on grant efforts at a virtual "Site Visit" on December 10.
 - Held check-in calls with the consultants on December 14.
 - Held coordination meetings regarding the CT Trail Finder project on December 14 and 21.
 - Began evaluating project applications submitted under the year 3 solicitation.

Task 5: Public Participation, Title VI, and Environmental Justice

Title VI

- 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.

Standard Public Involvement Activities

- Attended "Environmental (in)Justice During COVID-19" webinar on December 10.
- *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.

Task 6: Transportation Safety & Improvement Study, Farmington and Hartford

- The final report was approved by the Transportation Committee. The CRCOG website will be updated to make the final report available.

Task 7: Route 5 Corridor Study, East Windsor

- Continued work on administering the project, including coordination call and processing invoice.
- Held discussion with study consultant on corridor improvement alternatives.

Task 8: Silver Lane (SR 502) Corridor Study, East Hartford

- This study has been completed.

Task 9: Roundabout Safety and Feasibility Screening

- Interviews have been scheduled with the 5 short listed firms during the first week of January 2021. Interview questions and rating forms were prepared and submitted to CTDOT for approval, and approval was received.

Task 10: Regional Transit Strategy Update

- CRCOG and CTDOT staff determined that aspects of the Regional Transit Strategy (RTS) will be incorporated into the scope of the Greater Hartford Mobility Study. Given this, CRCOG will not be progressing with an update of the RTS at this time. The UPWP has been amended to remove this task.

Task 11: Transit Priority Corridor Implementation Strategy

- Executed a contract with the top-rated consultant, Nelson\Nygaard, and issued a Notice to Proceed on December 18.
- Developed an invoice template and transmitted to the consultant Project Manager.
- Began scheduling requested debriefs with consultant teams that were not awarded the contract.

Task 12: Routes 190 and 220 Corridor Study (Enfield)

- Revised scope to respond to CTDOT comments. Held call with consultant on December 11 to finalize changes. Updated Town on changes.
- Coordinating with CTDOT to get revised PAL for signatures.
- Coordinating with Town to sign agreement.

Task 13: Farmington Area Connectivity Study

- Preliminary plans and a preliminary design report, that were prepared by the Town of Farmington, and recently received by CRCOG, were shared with the CTDOT Highway Management Unit for review. These were discussed at a December 17th teleconference with CRCOG and CTDOT Highway Management Unit and CTDO Planning Unit. Another follow up meeting with CTDOT will be held to discuss scope of work items to be include in this Task 13 Study.