

**MEMORANDUM**

**DATE:** March 3, 2021

**TO:** CRCOG Policy Board and Alternates

**FROM:** Lyle Wray, Executive Director

**SUBJECT: CRCOG February 2021 Monthly Report**

Here is the February 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.

**Finance Highlights**

* No new developments.

**Municipal Services Highlights**

**Municipal Services Committee**

The Municipal Services Committee met on **Tuesday, February 16th**. MSC received a presentation by WestCOG regarding planning and zoning for small cell towers (5G) and potential implications. WestCOG has examples at best practices at: <https://westcog.org/regional-planning/wireless/>. The Municipal Services Committee will meet next on Tuesday, March 16th. One of the discussion items will be regarding potentially pursing regional plan for affordable housing.

The Municipal Services Committee also reviewed the plan requested by the OPM Secretary regarding Public Safety Answering Points (PSAPs) and Regional Assessment. The final report submitted to OPM can be found at: <https://crcog.org/wp-content/uploads/2021/02/March-1-Submission-Complete-Package.pdf>

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

The Regional Long-Term Recovery Steering Committee did not meet in February.

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

<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](mailto:kbona@crcog.org)

**CRPC Bid Activities**

**February:**

* Swimming Pool Chemicals / Water Treatment and Bituminous Class 1, Class 2, and Curb Mix will be opened on March 17th.

**Upcoming Activities:**

* CRPC will begin collecting quantities for Treated Road Salt in May.

**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](mailto:kbona@crcog.org)).

**Cybersecurity**

The Cyber Security Task Force met on Thursday February 11th, 2021 at 10am

CRCOG Staff attended the CT Cyber Security Committee meeting on February 22nd.

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](https://nutmeghr.org/interviewpanel/registration).

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:mairto:kbona@crcog.org).

Continued to activate registrations on the HR Portal at [**nutmeghr.org**](https://nutmeghr.org/interviewpanel/registration). 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](https://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) .

**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](https://crcog.org/wp-content/uploads/2019/12/HR.Consulting.new-PY-004.pdf).

**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. 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 and deployment
* Installation of CAMA data processors continues.

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**

DEEP Commissioner Dykes met with COGs and regional waste authorities on February 23rd to discuss implementing the CCSMM conclusions.

**Crumbling Foundations**

**Requests for Qualifications**

The previous RFVQ closed December 31st and the applicants were evaluated. No companies were selected as qualified vendors as they did not meet the criteria.

Current RFVQ’s are being accepted and will close on March 31st.

**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, 2808 applications had been received. 2520 applications had been paid and 5 approved for payment. A total of 2236 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](http://opengov.com/) (formerly ViewPointCloud) is offering Connecticut municipalities a special discounted package for rapid, templatized deployment of the permitting platform. For inquiries, contact Kim Bona at [kbona@crcog.org](mailto: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 18 State Homeland Security Grant Program (SHSGP) grant. Work on the FY 19 SHSGP will commence shortly. The FY 20 SHSGP grant application was recently approved by DEMHS and all regions presented the most recent budgets. 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.

CRCOG received a National Association of City and County Health Officials (NACCHO) grant for our Medical Reserve Corps. The grant will be for $10,000 to support our vaccination training efforts.

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

**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 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.

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 in mid-January. 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.

**Policy Development and Planning Highlights**

**Regional Planning Commission (RPC).** Staff provided comment letters to RPC for several referred applications. Staff made arrangements for a presentation by AARP representatives for the March RPC meeting.

**Municipal Zoning, Subdivision and Plan Referrals.** During the month of February, staff received thirteen (13) referrals and reviewed the. Comment letters were issued for four (4).

**MetroHartford Brownfields Program.** Staff prepared a resolution for the Policy Board to authorize the hiring of a Licensed Environmental Professional (LEP) firm to assist our EPA-funded Brownfields Assessment program. The firm was the top-rated respondent in a competitive procurement process. Staff also prepared a draft contract for LEP services. Staff discussed CT DECD Brownfields grant opportunities with Town of Enfield officials and discussed information on remediated sites in the transit corridors with UConn researchers.

**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 continued to work on a draft scope of work for a new TOD study. A meeting with interested towns was held on February 19.

**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:

* Held check-in calls with the consultants on February 8 and 22.
* Held a coordination meeting regarding the CT Trail Finder project on February 4 and February 24.
* Coordinated with Bike Walk CT on the “train the trainer” educational program.
* Began outreach to schools selected for the “train the trainer” program.
* Developed a work order scope and fee for projects being carried over from year 2.
* Met with Killingly on February 16 to begin scoping their project.
* Held meetings on February 24 with New London and Newtown to discuss moving their projects forward.
* Met with Waterbury on February 19 to go over details for their May 2021 demonstration project.

**Regional Bikeshare.** Staff is drafting a scope of work for a potential update to the 2014 Regional Bike Share Feasibility study. In addition, staff held a check-in call on February 3.

**Comprehensive Economic Development Strategy/Economic Development.**

* Participated in the February 22 Capital Area Pipeline Partnership meeting.
* Developed a scope of work for an application to the EDA CARES Act program.
* Held a meeting of the CEDS Implementation Committee on February 11.
* Developed an annual report of CEDS implementation activities.
* Met with representatives of the Hartford Public Library on February 16 and 23 to discuss a potential EDA grant application.

**East Hartford Silver Lane Transportation Corridor Study.** No activity. This project has been closed.

**Enfield Routes 190 & 220.** Staff finalized contract with consultant and agreement with the Town, including a coordination call with the Town on February 4. Contracts were signed and executed on February 17. Currently, coordinating with Finance Department to have project set up for invoicing and with Enfield in order to receive matching funds. Staff has begun to coordinate with the consultant, Town, and CTDOT for a kick-off meeting in early March.

**CRCOG Foundation**. No activity.

**Connecticut Resource Conservation & Development.** CRCOG continues its participation as a representative on the Connecticut Resource Conservation & Development (CT RC&D). Staff began work on an Environmental Review Team project for a Great Meadows Land Trust site in Wethersfield at the request of CTRC&D.

**Sustainable CT.** No activity this month.

**Natural Hazard Mitigation Plan.** 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 was under review by FEMA in February.

**Water Utility Coordinating Committee.** Staff participated in a WUCC Implementation Committee meeting on February 17th and contributed to a Conservation & Drought workgroup discussion.

**Other**

* Staff collected data and created a GIS shapefile on the region’s affordable housing and related demographics.
* Staff began developing a project application for a “gap closure” study focused on the East Coast Greenway.
* Staff attended a webinar titled “The Catalytic Impact of Trails” on February 11.
* Staff listened to a presentation by OPM on the 2018-2023 State POCD to the CGA Planning and Development Committee on February 16th.
* Staff attended a webinar on “The New Connecticut Zoning Atlas,” on February 17.
* Staff hosted a “Planner’s Luncheon” meeting for planning and economic development staff from CRCOG communities to discuss the 8-30j affordable housing plan requirements on February 18.
* Staff attended a webinar on February 24 titled “The Economic Developer’s Role in Pandemic Recovery”.
* Staff attended a webinar on February 25th on the *AffordCT* affordable housing mapping resource and database.

**Transportation Highlights**

**Task 1: Management of the Planning Process**

**Staff & 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.
* Prepared and released job postings for two summer intern positions.
* Coordinated with UConn to participate in the Internship and Professional Practice (IPP) program to identify a graduate-level intern for the 2021-2022 school year.

**UPWP**

* Updated the FY2020-2021 UPWP to include Task 14: TOD Roles, Visioning, Viability, and Tools Analysis.
* Began preparation of the FY2022-2023 UPWP. A draft is due to CTDOT, FHWA, and FTA by March 12.

**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 coordinating with outside agencies requesting to use CRCOG model as part of Greater Hartford Mobility Study (GHMS). CRCOG Model was shared with two outside consultants working on GHMS, requiring them to sign a Disclosure of Confidential Information Agreement with CRCOG. Some mutually agreed upon revisions of wording were later adopted, resulting in newly signed forms.
* Some CRCOG staff have been given greater responsibility in the management of the Cambridge Systematics contract and invoices. This extends to other tasks involving CS, including data management and scenario planning.
* The new Travel Demand Model (Time-of-Day Type) is continued to be reviewed and fine-tuned by CRCOG travel demand modeling consultant.
* 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.
* Further coordinated with CTDOT’s Greater Hartford Mobility Study team regarding coordination of modeling efforts and potential reviews between CRCOG and CTDOT modeling consultants. Researched specific issues with the current model output associated with CT River bridge crossing capacity restrictions.
* 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**

* Investigating use of 2016 lidar to generate building height and number of floors for use in scenario planning.
* Staff met with ESRI and UConn representatives to discuss methods for conduct large scale analysis of building height for CRCOG region and how this might be extended to other parts of state.

**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.
* CRCOG GIS Coordinator participated in presenting a webinar on the reed for state-wide GIS Coordination.
* 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.
* Updated parcel data has been deployed on the site.

**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.
* Staff have also been looking at opportunities for acquiring new skills and enhancing current ones in the area of geospatial analysis. These methods could be applied to the analysis of CRCOG TDM and Scenario Planning output.
* 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.

**Performance Metrics**

* Staff attended quarterly meeting with CTDOT and other MPO staff from around Connecticut and discussed federal performance targets, methods, and data sources on February 10.
* CRCOG staff will separately meet with CTDOT staff on February 26 to discuss some specific data issues and progress being made by CRCOG in implementing a congestion and crash ranking methodology for the whole NHS.

**NPMRDS Travel Time Data**

* 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.
* Congestion and Crashes Ranking (CCR) effort. 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.

**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 begun collaborating with a consultant to organize and upload data to SQL server. Examples of data have been sent to consultant for determining level of effort necessary for wholesale big data transfer to SQL server.
* Staff have been familiarizing themselves with the new data portal for census data. This new format will have an effect on how planners and researchers have become accustomed to retrieving data from the census.

**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.
* 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 Cambridge Systematics staff and discussed progress to date as well as new roles for CRCOG staff members. Data requirement and needs were also discussed.

**Task 3: Planning and Policy Development**

**Staff Support to CRCOG Committees**

* **Transportation Cost Review Subcommittee**

There was no Cost Review Subcommittee meeting in February.

* **Transportation Committee**

The Transportation Committee held a meeting on February 22. Agenda items included the adoption of the January 25 meeting minutes, and staff reports on CT Safety Academy Workshop: Roundabouts, CRCOG Testimony Supporting Bill 5429 – Pedestrian Safety, CTrides Quarterly Report, FY2022-2023 UPWP – Schedule and Approach, Governor’s 022/2023 Biennial Budget Proposal & STF Impacts and Connecticut in Motion Webinar: Transit and COVID-19. Actions items included Capitol Region Roundabout Screening – Authorizing Resolution, FY2020-2021 UPWP Revision adding Task 14: TOD Roles, Visioning, Viability, and Tools Analysis – Resolution. Finally, there was a presentation on New Signal Technician Certificate Program by Theresa Schwartz from UCONN T2 Center.

* **Policy Board**

The Policy Board held a meeting on February 24. 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 MAP Forum organizational call on February 5.
* Staff participated CTDOT/COG coordination meeting on February 2.

**Consultation with Land Use and Resource Agencies**

* Staff made arrangements for AARP representatives to speak to the Regional Planning Commission at their upcoming March meeting.

**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).
* Initiated discussions about the development of an CRCOG Project Management Training for staff.
* Attended AffordCT webinar on a new dashboard regarding affordable housing on February 25.
* Attended American Trails webinar on the Catalytic Impact of Trails on February 11.
* Attended ITE Road Safety Professional webinar courses.
* Attended TRB Webinar: A Two-Way Ticket-Collaborative Planning Among Airports and Public Agencies on February 18.

**Task 3a: 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. Met with affected towns on February 19 to go over the study. Began developing a RFQ for consultant services to undertake the study.
* Attended HNS monthly briefing on February 24.

**CTrail Hartford Line Activities**

* Continued to monitor progress of the CTrail Hartford Line.
* Held a project update meeting for the Rail Improvements Economic Impact Analysis on February 5 to go over the draft report.

**Task 3b: Project Selection and Programming**

**Transportation Improvement Program (TIP) FFY2018-2021**

* With the adoption of the FFY 2021-2024 Transportation Improvement Program (TIP), the FY2018-2021 TIP is no longer being updated.

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

* There were no TIP amendments in February.

**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 a 90% design on-board meeting with the Town of Plainville on February 1
  + Discussed CTDOT comments on International Drive Pavement Rehabilitation Project with the Town of Windsor on February 9, 17
  + Attended a Windsor Locks Roundabout Meeting on February 3
  + Met with Town of Vernon and consultant to discuss CTDOT comments on February 16
  + Attended a meeting with Avon representatives regarding an application review on February 25
  + Met with Willington Representative on CTDOT inquiry regarding RRFB’s in 2020 application (pending) on February 19
  + Attended internal transportation staff meeting (via Zoom) to discuss LOTCIP projects on February 1,5,8,12,19, 22, and 26.
* **Town and CTDOT Communications:**
  + Continue to facilitate advancement of CRCOG approved LOTCIP projects to CTDOT
  + Submitted revised cost estimate for Vernon Dart Hill Road Bridge Project, Newington Robbins and Maple Complete Streets Project
  + Submitted three applications to CTDOT: Farmington Brickyard Phase 2 Pavement Rehabilitation, Simsbury Hopmeadow Sidewalk Project and Glastonbury Main Street
  + Discussed final design comments for Vernon Dart Hill Road Bridge Replacement Project with Town, consultant and CRCOG’s consultant
  + Submitted the Final Design to CTDOT for City of Hartford Main Street/Boce Barlow and Vernon Dart Hill Road Bridge Replacement
  + Discussed pavement treatment for International Drive with Town of Windsor
  + Discussed South Windsor Avery Street 5 final design comments from CTDOT internally, consultant and Town
  + Suffield Mountain Road final design submitted to District on February 4 for final review; Simsbury/Bloomfield Route 189 Multi-Use Trail acknowledged by District on February 4 after January 15 submittal
  + Discussed ROW with City of New Britain and provided notification to CTDOT
  + Reviewing the following final design packages: Simsbury/Bloomfield Route 189 Corridor Multi-Use Trail Project (waiting for district letter), Suffield Mountain Road Multi-Use Trail Project (consultant review) and Coventry Swamp Road (consultant review)
  + Submitted cost funding increase and scope modification request to CTDOT for Newington Robbins/Maple Complete Streets Project
  + Received 90% design submission from West Hartford Mountain Road and scheduled an on-board meeting for March 4
  + Discussed South Street Project with Town of Coventry
  + Provided additional six (6) projects applications to be reviewed by on-call consultants for eventual submission to CTDOT
  + Requested a meeting with CTDOT regarding pavement treatment for Windsor International Drive Pavement Rehabilitation Project (no scheduled date)
  + CTDOT approved cost funding increase for Simsbury/Bloomfield Route 189 Corridor Multi-Use Trail
  + CTDOT issued Commitment to Fund Letter for Marlborough North Main Street Sidewalk Project (L078-0004)
  + Follow up with CTDOT on project status of Ellington Route 83 Sidewalk (L047-0002)
  + CTDOT provided final design comments for Vernon Dart Hill Road Bridge and South Windsor Avery Street 5
  + Sent email to Stafford regarding ROW coordination for Leonard Road Bridge
  + Follow up on status of Windsor Day Hill Drive funding increase request
  + 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, Willington 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 coordination with CRCOG communications
    - Revised 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 and follow up discussion
  + Allocated project on-call reviews
  + Coordinated application reviews for 2020 Solicitation
  + Discussed projects, reviews, applications with consultants.

**Congestion Mitigation and Air Quality Program**

* CRCOG received five (5) applications from its member municipalities for CMAQ funding. Staff has been reviewing the applications and coordinating with municipalities if more information is needed. Staff will complete review and present the project ranking and recommendations at the March Transportation Committee and Policy Board meeting for approval.

**Regional Safety Plan**

* The Regional Transportation Safety Plan as approved by the Policy Board in December 2020 was posted on the CRCOG website with and introductory description under the Transportation Core Plans page.

**Task 3c: Vulnerable Users Planning**

**Livable and Sustainable Communities**

* *See Task 3f for more details.*

**Bikeshare**

* Held check-in call on February 3.

**Task 3d: 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.
* CRCOG staff prepared a document for Lyle Wray's approval, Written Testimony for the General Assembly Transportation Committee, supporting Raised Bill 5429, consistent with the support voiced at the January Policy Board meeting. This proposed bill concerns pedestrian safety, vision zero council, speed limits in municipalities, fines and charges for certain violations, the greenways commemorative account, and maintenance work zone and school zone safety enforcement.

**Traffic Incident Management (TIM)**

* Participated in the following meetings/webinars:
  + Thursday, 2/18 SHSP Steering Committee Meeting
  + Monday, 2/22 Transportation Committee
  + Wednesday, 2/24 NOCoE Webinar: Talking TIM Webinar Series
* Completed first draft of TIM pocket guide and submitted to TIM Coalition work group for review and comment.
* Completed TIM Training module for emergency lighting

**Operations Planning**

* Participated in the UConn T2 Traffic Signal Circuit Rider Meeting on February 4.

**Task 3e: 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 North Jersey Transportation Planning Authority (NJTPA) Freight Initiatives Committee on February 16.

**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 representative to the Connecticut Resource Conservation & Development (CTRC&D) Board. On January 22, staff participated in a call regarding an Environmental Review Team (ERT) project for a land trust property in Wethersfield.
* CRCOG also continues its participation as representative on the Water Utilities Coordinating Committee (WUCC) and Connecticut Water Planning Council. Staff participated in a WUCC Implementation meeting and contributed to a working group meeting on conservation and drought on February 17.
* Staff attended a Planning and Community Development Legislative Committee meeting on the proposed 2018-2023 State Plan of Conservation and Development on February 16.

**Monitor Funding Opportunities**

* (See Task 3f – Outreach)

**Brownfields**

* Staff continued work to start up the EPA Brownfields Assessment grant including selecting a licensed environmental professional (LEP) to undertake investigations on contaminated and/or potentially contaminated sites through a competitive procurement process. Staff drafted a professional services contract and prepared a resolution for the Policy Board's consideration on February 24th to authorize the contract with the top rated LEP firm. Under this grant, we will fund environmental assessments with a priority on sites which will support Transit Oriented Development.
* 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.
* Staff discussed with UConn staff recent research efforts on brownfields remediation in the vicinity of TOD areas and discussed DECD's recently released Notice of Funding Availability for brownfields assessment grants with Town of Enfield officials.

**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 January, staff received twelve (12) referrals and reviewed and commented on four (4).
* 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 continued to be under review by FEMA in February.

**Assistance to State and Regional Agencies**

* CT Greenways Council: Met with other members of the council to discuss potential funding sources for trails on February 16.

**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.
* Route 229 Bristol/Southington Corridor Study:
  + Attended virtual stakeholder meetings with ESPN on February 2 and Southington first responders on February 11.
* 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:
    - Submitted monthly report to DPH.
    - Held check-in calls with the consultants on February 8 and 22.
    - Held a call with New Haven to discuss potential additional funding from the CDC on February 11.
    - Began outreach to project sponsors for year 3.
    - Held a coordination meeting with Bike Walk CT on February 11 and February 25 to discuss the train the trainer program.
    - Held coordination meetings regarding the CT Trail Finder project on February 4 and February 24.
    - Held a meeting with MetroCOG towns on February 4 to discuss purchasing bike racks.
    - Held a coordination meeting with Thompson on February 12.
    - Held a coordination meeting with Killingly on February 16.
* See details identified in Tasks 6 through 12.

**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.
* Updated Title VI webpage and forms to include updated Title VI Coordinator contact 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.
* Attended Transit Equity Day event "Transit Issues in the 2021 CT Legislative Session" on February 2.
* Attended "Transportation, Climate, & Racial Justice: How We Can Address Health Inequities & Promote the Common Good" webinar on February 17.
* Identified environmental justice populations and outreach strategies for individuals within the study areas of the Transit Priority Corridors Implementation Strategy and the Routes 190 and 220 Traffic Impact Study in Enfield.

**Reducing Language Barriers**

* Identified LEP populations and outreach strategies for individuals within the study areas of the Transit Priority Corridors Implementation Strategy and the Routes 190 and 220 Traffic Impact Study in Enfield.
* Note: Public participation activities specific to other tasks and studies are also listed in the relevant section of this report.

**Standard Public Involvement Activities**

* Met with CRCOG's new Senior Communications Manager (Aaliyah Miller) regarding standards for the agency's newsletters, website, and social media accounts.
* Worked on social media account standards for agency logo.
* Created a new flyer template to communicate programs and studies over social media.
* *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**

* This Study has been completed. The Route 4 Farmington Study Final Report and Executive Summary are posted on the CRCOG website.

**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.
* Reviewed proposed improvement alternatives and provided feedback for further refinement.
* Sent the proposed improvement alternatives package to CTDOT for their review and feedback.
* Processed one invoice.

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

* This study was completed in a previous quarter.

**Task 9: Roundabout Safety and Feasibility Screening**

* CRCOG staff began working with the selected consultant, VHB, to develop a detailed Scope of Work for the Roundabout screening.
* CRCOG staff prepared an Authorizing Resolution, giving the Lyle Wray authorization to execute contractual instruments with VHB related to the Roundabout screening. The Authorizing Resolution was presented to the Transportation Committee for recommendation to the Policy Board for approval.

**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**

* Held regular check-in calls with the consultant team.
* Reviewed and gave feedback on the study's Public Involvement Plan.
* Prepared for and participated in the study's Kick-Off Meeting on February 5.
* Developed study branding.
* Conducted a requested debrief on February 11 with a consultant team that was not awarded the contract.

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

* Sent finalized and signed contract to consultant on February 17.
* Sent finalized and signed agreement to Town on February 17.
* Working to set up contract with Finance Department.
* Began coordinating with consultant and Town for a project kick-off meeting in early March.

**Task 13: Farmington Area Connectivity Study**

* A Request for Qualifications (RFQ), including a draft consultant scope of work was prepared and submitted to the Farmington Town Engineer and CTDOT Highway Management Unit, for review and comment. The RFQ was revised to include review comments and was submitted to the CTDOT Bureau of Policy & Planning and was approved.
* Legal Notices and Qualification Rating Forms were submitted to CTDOT Bureau of Policy & Planning and approved.
* CRCOG staff will publish 4 legal notices and publicly post the RFQ with a February 26, 2021 issue date.
* CRCOG's list of consultants is being updated based on CTDOT's Consultant Prequalification list, and the RFQ will be emailed to those consultants.