



## MEMORANDUM

**DATE:** February 4, 2021  
**TO:** CRCOG Policy Board and Alternates  
**FROM:** Lyle Wray, Executive Director  
**SUBJECT: CRCOG January 2021 Monthly Report**

Here is the January 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 Friday January 1, 2021 CRCOG offices were closed for the New Year's Day holiday.

On Monday January 4 hosted the CRCOG manager meeting. Participated in a videocall on the second US EDA COVID-19 recovery grant application. Participated in the National Association of Regional Councils Major Metro discussion on COVID-19 recovery.

On Tuesday January 5 attended the CT DOT COG conference call. Participated in the 1000 Friends of CT property tax reform videocall. Attended the first of three CT Mirror legislative session webinars.

On Wednesday January 6 listened to the Governor's State of the State address online. Held an exit interview with the ACIR intern Ryan Miller on his work on best practices for local government. Had a videocall with CT DOT Deputy Commissioner Garret Eucalitto on regional transportation issues.

On Thursday January 7 hosted the CT chapter of the American Society for Public Administration board videocall. Attended a videocall of the Advisory Commission on Intergovernmental Relations Local Government of the Future subcommittee.

On Friday January 8 fielded a call on crumbling foundations from a legislative relations firm. Attended the Advisory Commission on Intergovernmental Relations full meeting videocall. Participated in the Next Generation Industry Sector partnerships for the region on the topic of information technology. Participated in a videocall on the Hartford Boston rail service economic impact study.

On Monday January 11 hosted the CRCOG manager meeting. Joined a videocall with CT DEEP on the solid waste management plan for the state including "pay as you throw" proposal. Attended a going away Zoom call for CRCOG finance director

Winsome Barnaby after 46 years of service. Attended the CCM Broadband working group videocall that will reconvene after the Governor's budget message on broadband.

On Tuesday January 12 attended the CT Council of Government videocall. Participated in the CRCOG planning department work in progress overview videocall. Participated in the statewide ESF 14 COVID-19 recovery call. With Kathie Lutz discussed the CRCOG legislative agenda with Senator Cassano who chairs Planning and Development and Transportation committees in the General Assembly. Spoke with Maureen Moriarty Congressman Larson's chief of staff on transportation issues.

On Wednesday January 13 attended the COST annual meeting videocall. Over parts of three days joined in on the Consortium for Scenario Planning Conference looking for ideas on slow growth regions use of advanced scenario planning software. Listened in on the statewide COVID-19 municipal conference call.

On Thursday January 14 attended a webinar on advancing transit-oriented development. Attended part of the Home Connecticut annual meeting videocall.

On Friday January 15 attended most of the CT DEEP GC3 climate report videocall. Participated in a briefing of Congressman Neal on the North Atlantic Rail and Hartford 400 infrastructure proposal (latter was briefed at a Policy Board meeting). Joined a welcome for new CRCOG staff. CRCOG is now fully staffed with no vacancies.

On Monday January 18 CRCOG offices were closed for the Dr. Martin Luther King holiday.

On Tuesday January 19 attended a United Way videocall on the ALICE report related to working poor residents of the region. Hosted the CRCOG manager check in videocall. Attended a videocall of CT COG on Regional Service Grants, 911 call centers and assessor functions. Attended the CRCOG Municipal Services Committee videocall. Attended the 1000 Friends of CT property tax working group videocall. Participated in the Knowledge Corridor Steering committee videocall.

On Wednesday January 20 had discussion on the EDA grant application. Watched the Presidential inauguration ceremony online. Had a call with the ACIR intern from UConn on the use of IT for local government and state government services.

On Thursday January 21 attended the CT city and town manager videocall that was centered on police body camera issues. Participated in a discussion of CT transportation funding issues for the state. Participated in the Regional Plan Association CT Chapter regular meeting videocall.

On Friday January 22 attended the CBIA economic outlook and summit videocall. Had a staff discussion on regional well-being measures and relationship to core planning activities.

On Monday January 25 hosted the CRCOG manager videocall. Attended the CRCOG Transportation Committee videocall. Attended the combined statewide ESF-6/14

videocall on COVID recovery. Attended the NARC Major Metros video call on COVID recovery.

On Tuesday January 26 participated in the Capital Workforce Partners Governance Committee videocall. Participated in the ACIR Local Government of the Future subcommittee videocall. Had a conference call with Save the Sound on the storm water authority element in the CRCOG legislative agenda. Had a videocall with the Sundance Family Foundation on effective programs for disconnected youth.

On Wednesday January 27 attended the Capital Workforce Partners board videocall. Attended the CRCOG Personnel Finance Subcommittee report to receive the audit which was approved as a “clean audit”. Helped staff the CRCOG Policy Board meeting videocall. Attended the CCM Broadband videocall. Participated in a staff review of a draft of the Hartford Springfield Boston rail service economic impact statement. Listened in on the statewide administration call on COVID-19.

On Thursday January 29 had a staff meeting on the Hartford Springfield Boston rail service economic impact study. Had a courtesy call with an economic development consulting firm. Had a staff discussion on the recent scenario planning conference as it applies to our region. Hosted the Regional Long Term Recovery Steering Committee videocall.

On Friday January 29 attended the Capital Pipeline Partnership videocall on workforce initiatives in the region. Participated in a briefing on North Atlantic Rail and Hartford 400 infrastructure with Senator Steve Cassano. Participated in a staff briefing on branding for rapid bus service on priority transit corridors. Participated in a webinar on the new federal administration and their urban agenda hosted by the Regional Plan Association and other partners.

## **Finance Department Highlights**

- Tracey Malenfant has been promoted to Principal Finance Officer and has assumed many of the former Finance Director’s duties.
- CRCOG hired a new Senior Communications Manager, Aaliyah Miller, on January 4<sup>th</sup>.
- The Finance and Personnel Committee approved the audit on January 27, 2021. CRCOG once again received a clean audit.

## **Municipal Services Highlights**

### **Municipal Services Committee**

The Municipal Services Committee met on Tuesday, January 19<sup>th</sup>. MSC received a presentation by United Way regarding ALICE (Asset Limited Income Constrained, Employed) 2020 Report, reviewed the Unmet Needs Form and discussed COVID-19

municipal issues. The Municipal Services Committee will meet next on Tuesday, February 16<sup>th</sup>.

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

The Regional Long-Term Recovery Steering Committee met on January 28<sup>th</sup> and shared information regarding COVID vaccine registration assistance, update on Community Resource Coordinators and reviewed the unmet needs form. In addition, working groups will also be meeting to coordinate recovery needs.

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

Initial and basic information regarding the Regional Long-Term Recovery Committee may be found here: <https://crcog.org/ltr/> . Questions may be directed to Kim Bona at [kbona@crcog.org](mailto:kbona@crcog.org)

### **CRPC Bid Activities**

#### **January:**

- Quantities for Swimming Pool and Water Treatment Chemicals and Bituminous Class 1, Class 2 and Curb Mix were DUE on February 3<sup>rd</sup>.
- Fuel bid was issued on January 27<sup>th</sup> and will be opened on February 17<sup>th</sup>.
- Grass Seed and Fertilizer were opened on January 29<sup>th</sup> and results have been posted.
- 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:**

- Bids for Swimming Pool and Water Treatment Chemicals and Bituminous Class 1, Class 2 and Curb Mix will be issued on February 17<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 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 will meet on Thursday February 11<sup>th</sup>, 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 was sent to cities and towns on Monday, October 5<sup>th</sup>. **If you have not already completed the FY'2020-2021 Municipal Salary Survey, please do so as soon as possible.** 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).

### **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](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.
- 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 has tentatively scheduled a meeting for February 16th at 10 AM to discuss with the COGs and regional waste authorities to “learn more about your interests/goals for working together on a regional basis to address materials management challenges.”

### **Crumbling Foundations**

#### **Requests for Qualifications**

The previous RFVQ closed December 31<sup>st</sup> and the applicants were evaluated. No companies were selected as qualified vendors as none met the criteria.

Current RFVQ's are being accepted and will close on March 31<sup>st</sup>.

#### **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, 2779 applications had been received. 2484 applications had been paid and 8 approved for payment. A total of 2206 unique addresses have been reimbursed through this program.

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

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

#### ***Regional Online Permitting System***

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- [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).

#### ***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 2020 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.

There was a quarterly CREPC Meeting in January. Elections were held. Dave Koscuk, Director of Emergency Management for Trinity Health of New England, was elected to another term as Chairman and Bob McCue, West Hartford Emergency Management Director, was elected as the 2<sup>nd</sup> Vice-Chair. Hartford Deputy Police Chief Dustin Rendock remains the 1<sup>st</sup> Vice-Chair.

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

The Regional Emergency Support Plan was activated on March 18<sup>th</sup>. 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 25<sup>th</sup> and the three day a week operation ended at the end of August. The site is currently now open on an as needed basis. 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-89 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 arranged for a presentation by AARP representatives for the March RPC meeting.

**Municipal Zoning, Subdivision and Plan Referrals.** During the month of January, staff received five (5) referrals and reviewed them. Comment letters were issued for twenty (20).

**MetroHartford Brownfields Program.** Staff, along with members of the Brownfields Advisory/Steering Committee, held interviews with four shortlisted consulting firms which had submitted proposals in response to our Request for Proposals for Licensed Environmental Professionals services to assist our EPA-funded Brownfields Assessment program. Staff also prepared and submitted quarterly reports to the EPA for the Revolving Loan Fund (RLF) and Assessment programs.

**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 has been scheduled for 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 January 11 and 25.
- Held a coordination meeting regarding the CT Trail Finder project on January 13.
- Held an advisory committee meeting on January 19 to go over project prioritizations for year 3.
- Held a meeting with Department of Public Health staff on January 4 to discuss additional funding for the program. Held a follow-up call to discuss potential projects utilizing the funding in Hartford.



- Held a meeting with NECCOG to discuss a project in Killingly.

### **Regional Bikeshare**

Staff is drafting a scope of work for a potential update to the 2014 Regional Bike Share Feasibility study. In addition, staff has:

- Held check-in call on January 6.
- Coordinated with legal counsel to discuss CRCOG's contract with the original bike share vendor.
- Sent draft agreement language to vendor.
- Submitted feedback to the City of Hartford Scooter Share Working Group regarding scooter dock locations.

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

- Participated in a January 8 meeting to discuss a proposed Industry Sector Partnership for tech and IT firms.
- Participated in the January 29 Capital Area Pipeline Partnership meeting.
- Helped organize and participated in meetings to discuss the Hartford 400 project and a broader regional transportation vision on January 15 and 29.
- Met with representatives of the Governor's Office and DECD to discuss resubmitting an application to the EDA CARES Act program on January 5, 11, and 12.
- Schedule a meeting of the CEDS Implementation Committee for February 11.
- Developed an annual report of CEDS implementation activities.
- Participated in the January 21 LISC Local Advisory Committee meeting.
- Wrote a letter of support for East Hartford' EDA grant application.

**East Hartford Silver Lane Transportation Corridor Study.** No activity.

**Enfield Routes 190 & 220.** Staff sent finalized scope and necessary documents to CTDOT to secure an updated PAL, which we received back on January 20. Sent draft contract to consultant for review on January 14 and reviewed proposed minor edits. Sent revised draft agreement to Town regarding matching funds for project on January 15. Presented to Transportation Committee on January 25 and Policy Board approved the Authorizing Resolution on January 27 to sign the contract with consultant.

**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. Staff continued assembling data to assist with setting up the CommunityViz software package.

**Connecticut Resource Conservation & Development.** CRCOG continues its participation as a representative on the Connecticut Resource Conservation & Development (CT RC&D). Staff participated in a CTC&D call regarding a potential

Environmental Review Team project for a Great Meadows Land Trust site in Wethersfield.

**Sustainable CT.** Discussed hosting two Sustainable CT fellows in the summer of 2021.

**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 DEMHS in January.

### **Other**

- Staff met with West Hartford staff to discuss an upcoming zoning study related to TOD stations.
- Staff collected data and created a GIS shapefile on the region's affordable housing and related demographics.
- Staff attended presentations of Desegregate CT on January 19th (*Why Act? Real Estate and Construction to Help CT Grow*) and on January 26th (*Why Act? Environmental Protection & Smart Growth*)
- Staff attended a webinar on January 26 titled "Advancing Workforce Equity".
- Staff wrote a letter in support of a Small Cities CDBG – COVID grant for the Town of Mansfield.

## **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.
- Two new full-time Transportation Planners started on January 4. Ryan Faulkner joined the Transportation Unit, and Chris Henchey joined the Community Development Unit.
- Prepared job postings for two summer intern positions.

#### **UPWP**

- Began preliminary discussion regarding preparation of the FY2022-2023 UPWP.

#### **Quarterly Reporting**

- Completed MPO quarterly report for the 2<sup>nd</sup> quarter FY 2021.

### **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.
- 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.
- 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 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.

#### **Leverage 2016 LIDAR Data**

- Investigating use of 2016 lidar to generate building height and number of floors for use in scenario planning.

#### **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 Staff are gathering municipal data for updates of regional zoning and land use datasets.
- 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 delivered CRCOG Policy Board Resolution of Support for CTDOT's 2021 Federal Safety Performance Targets to CTDOT ahead of the February 27 deadline.

#### **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.

### **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.
- 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.

### **Scenario Planning**

- Continued preparing land use data for the consultants to use for setting up the scenario planning model.

### **NEC Future Model & Journey to Work Data**

- CRCOG Staff completed a complex visualization involving output from the Northeast Corridor Future (NEC) Model as well as US Census Bureau's Journey to Work Data 2011-2015. The visualization depicts total exchange of annualized one-way trips between the Greater Hartford Combined Metropolitan Statistical Area (CMSA) and surrounding CMSA's such as New York and Boston.

## **Task 3: Planning and Policy Development**

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

- **Transportation Cost Review Subcommittee**  
The Transportation Cost Review and Subcommittee meeting was held on January 25, 2021. Agenda items included the LOTCIP Quarterly Report for Quarter 2. Action items included the CMAQ Program – Project Rating Criteria and a LOTCIP Funding Increase Request for Newington Complete Streets Project (L093-0001).
- **Transportation Committee**  
The Transportation Committee held a meeting on January 25. Agenda items included Welcoming new CRCOG Staff Ryan Faulkner and Chris Henchey, LOTCIP Quarterly Report – Quarter 2 Section 5310 Update, FFY2020 Obligated Projects List, Transit Equity Day, 2021 CTDOT Corridor Study Solicitation, 2021 CRCOG Legislative Agenda and 2021 OPM Legislative Agenda – Transportation. Actions items included CMAQ Program – Project Rating Criteria, LOTCIP Funding Increase Request: Newington Complete Streets Project (L093-0001), and Enfield Traffic Impact Study for Routes 190 and 220 – Authorizing

Resolution. Finally, there was a presentation on Greater Hartford Mobility Study by Casey Hardin of TranSystems.

- **Policy Board**

The Policy Board held meetings on January 27. Planning staff attended and reported on Transportation Committee and Community Development activities.

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

- Coordinated with State and Federal representatives as needed.
- Continued participation in MAP Forum – including freight planning efforts. Attended multi-state resilience working group web meeting on January 13.
- Staff participated CTDOT/COG coordination meeting on January 5.

### **Consultation with Land Use and Resource Agencies**

- Staff arranged 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).
- Attended webinar on FTA TOD Pilot program on January 14th
- Attended presentations of Desegregate CT on January 19th [“Why Act? Real Estate and Construction to Help CT Grow”](#) and on January 26th [“Why Act? Environmental Protection & Smart Growth”](#).
- Attended CACT/WTS virtual Legislative Breakfast on January 28.
- Staff have been working alongside CRCOG travel demand modeling consultant to prepare model output as a resource in Greater Hartford Mobility Study.

### **Task 3a: Transit Planning**

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

- Received determination letter from CTDOT on Town of Wethersfield regarding bus shelter maintenance. Continued coordination with the Town of Wethersfield regarding bus shelter maintenance funding opportunities.
- Coordinated 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 CT **fastrak** and CT **rail** corridors and analyze

their financial feasibility. Received comments from CTDOT and scheduled a February meeting with all affected towns.

- Attended HNS monthly briefing on January 19.

### **Coordinated Plan of Human Services Transportation**

- CRCOG staff continued to work toward finalizing FTA Section 5310 funding program awards from selection from the latest solicitation.

### **CTrail Hartford Line Activities**

- Continued to monitor progress of the CT *rail* Hartford Line.
- Held a meeting with Pioneer Valley Planning Commission to discuss the Rail Improvements Economic Impact Analysis.
- Reviewed the draft report for the Rail Improvements Economic Impact Analysis.
- Held a project update meeting for the Rail Improvements Economic Impact Analysis on January 28 to go over the draft report.

### **FTA Section 5310 Enhanced Mobility for Seniors & Individuals with Disabilities**

- CRCOG staff fielded inquiries for interested potential applicants. The contact information for this new applicant was added to the appropriate e-mail lists and CTDOT staff notified of their future interest in Section 5310.
- CRCOG began familiarizing new staff members with the Section 5310 program, including the processes for evaluating and ranking applications as well as the close collaboration with CTDOT staff.

### **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 January.

### **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:

#### **Video Meetings:**

- Attended a meeting regarding East Hartford Silver Lane Project on January 5
- Attended a meeting with the Town of Windsor regarding CTDOT comments on International Drive Pavement Rehabilitation Project on January 14
- Participated in conference call with Town, CRCOG and CRCOG consultant regarding Plainville Townline Project scope change request on January 21, 22
- Attended a meeting with Windsor Locks regarding ROW on January 15

- Met with Willington Representative on CTDOT inquiry regarding RRFB's in 2020 application (pending) on January 26
- Attended internal transportation staff meeting (via Zoom) to discuss LOTCIP projects on January 4, 8, 11, 15, 19, 22, 25 and 29.

**Town and CTDOT Communications:**

- Continue to facilitate advancement of CRCOG approved LOTCIP projects to CTDOT
- Submitted revised cost estimate for Simsbury/Bloomfield Route 189 Multi-Use and Marlborough North Main Street Sidewalk Project
- Received final design package for review from Simsbury/Bloomfield Route 189 Corridor Multi-Use Trail Project and Suffield Mountain Road Multi-Use Trail Project
- Provided additional six (6) projects applications to be reviewed by on-call consultants for eventual submission to CTDOT
- Submitted LOTCIP Quarterly Report (Quarter 2) to CTDOT on January 15
- Submitted LOTCIP Quarterly Report (Quarter 2) to municipalities
- Requested a meeting with CTDOT regarding pavement treatment for Windsor International Drive Pavement Rehabilitation Project
- CTDOT issued Environmental Screening reviews for two (2) projects: New Britain Downtown 8 Project and West Hartford New Park Avenue Project
- City of Hartford provided another update on final design submission for Main Street/Boce Barlow Project
- CTDOT issued scope change comments for Hartford Main Street Project on January 15
- Marlborough provided responses to the North Main Street Project Application CTDOT comments on January 14
- Drafted a memo for scope modification/funding increase approval request for Newington Robbins Maple Project
- 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: Avon, 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 coordination with CRCOG communications.

**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.

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

- CRCOG staff presented the CMAQ Program – Project Rating Criteria, to both Cost Review Subcommittee and the Transportation Committee meetings held on January 25.
- Staff explained the application evaluation criteria, their components and scoring system, which generally mirrors the criteria proposed by CTDOT.
- Staff also answered questions raised by the members of both committees. Both committees unanimously approved the CMAQ application rating criteria recommended by CRCOG staff.

### **Task 3c: Vulnerable Users Planning**

#### **Bikeshare**

- Held check-in call on January 6.
- Coordinated with legal counsel to discuss CRCOG's contract with the original bike share vendor.
- Sent draft agreement language to vendor.
- Submitted feedback to the City of Hartford Scooter Share Working Group regarding scooter dock locations.

### **Task 3d: System Management and Operations**

#### **Congestion Management**

- Congestion and Crashes Ranking (CCR) effort. Staff have extended the analysis done in the 2020 CMP Update (using 2019 data) to include all portions of the NHS within the combined CRCOG/ Hartford TMA for which there are observational data available. Staff are in the process of summarizing and mapping results as a resource for both internal discussions as well as collaboration with close agency partners such as CTDOT. Staff have created interactive maps that can be saved as html files and shared with appropriate partners. The goal is to rank the top locations of congestion on the NHS within the designated study area by measures such as total peak hour delay, hours delay per mile, and delay per person-mile. Currently, congestion ranking is the focus of this effort, but it will eventually grow to include crashes as well.

#### **Safety Management**

- Continue to maintain Safety Performance Measures webpage and ADA Self Evaluation and Transition Plans webpage on CRCOG website.

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

- Participated in the following meetings/webinars:
  - Wednesday, 1/20 (10-11 am) Safety Matters Coffee and Conversation: CTDOT Highway Safety Office
  - Thursday, 1/21 (9:30-10:30 am) CREPC Meeting



- Monday, 1/25 Transportation Committee
- Wednesday, 1/27 NOCoE Webinar: Talking TIM Webinar Series
- Thursday, 1/21 (10–12 noon) TRCC Meeting
- Worked on developing the Traffic Incident Management pocket guide and coordinated with work group and vendor
- Sent out Jan 2021 newsletter to TIM Coalition members and downloaded onto website.

### **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 Talking Freight webinar "Current Developments in Connected and Automated Trucks Confirmation" on January 13.

#### **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, however, there was no activity in January.

#### **Brownfields**

- Staff continued work to start up the recently awarded EPA Brownfields Assessment grant including conducting interviews for licensed environmental professionals (LEPs) to undertake investigations on contaminated and/or potentially contaminated sites. 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 prepared and filed quarterly reports with the EPA for the RLF and Assessment grants.

## **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 five (5) referrals and reviewed and commented on twenty (20).

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

- Continued coordination with CT MPO Transportation Directors on shared concerns following initial October and November monthly meetings.

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

- Greater Hartford Mobility Study:
  - Staff hosted representatives of the GHMS who presented an overview of the study to the Transportation Committee in their January meeting.
- Route 229 Bristol/Southington Corridor Study:
  - Attended virtual stakeholder meetings with Winterberry Gardens on January 26 and Bristol Eastern High School on January 28.
- 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:
    - Held a call with DPH to discuss potential additional funding from the CDC on January 4
    - Held check-in calls with the consultants on January 11 and January 25
    - Held a call with Hartford to discuss potential additional funding from the CDC on January 27
    - Finished evaluating projects from the year 3 solicitation
    - Held an Active Transportation and Active Living Advisory Committee meeting on January 19. The purpose of the meeting was to prioritize projects from the recent request for projects. Began outreach to representatives from communities with the top-ranked projects

- Held coordination meetings regarding the CT Trail Finder project on January 13.

## **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.

### **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**

- 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.
- *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.
- Staff progressed study close-out activities including financial fee and scope reconciliation and final invoicing.

## **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.
- 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**

- Interviews of short-listed consultant were conducted during the first week of January 2021. The consultant selection panel ranked all 5 interviewed firms, and the highest ranking firm was approved by CTDOT. All consulting firms were notified. CRCOG staff will work with the selected firm to prepare a scope of work and then proceed with fee negotiations.

### **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.
- Finalized a Project Management Plan for the study.
- Identified key study stakeholders and shared contact information with the consultant team.
- Scheduled and began preparing for the study's Kick-Off Meeting, which is scheduled for February 5.
- Compiled GIS data requested by the consultant teams and identified potential sources of additional data requests.
- Scheduled a requested debrief with a consultant team that was not awarded the contract. This meeting will be held on February 11

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

- Sent finalized scope and necessary documents to CTDOT to secure updated PAL on January 12.
- Received updated PAL on January 20.
- Sent draft contract to consultant for review on January 14.
- Sent revised draft agreement to Town regarding matching funds for project on January 15.
- Presented to Transportation Committee on January 25 and Policy Board approved the Authorizing Resolution on January 27 to sign the contract with consultant.

### **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 January 12 teleconference with CRCOG, CTDOT Highway Management Unit, and Town of Farmington to help define the scope of the CRCOG study. CRCOG staff will prepare a draft Request for Proposal for CTDOT review and Approval.