

**MEMORANDUM**

**DATE:** November 5, 2021  
**TO:** CRCOG Policy Board and Alternates  
**FROM:** Pauline Yoder, Acting Executive Director  
**SUBJECT: CRCOG October 2021 Monthly Report**

Here is the October 2021 CRCOG monthly report. If you have questions or suggestions, please let me know ([pyoder@crcog.org](mailto:pyoder@crcog.org)).

**Acting Executive Director Report**

Pauline Yoder, as Acting Director, attended the following meetings in October:

October 1: Attended a discussion with NOVUS regarding EDMS and next steps. Also attended a Build Back Better Manufacturing Team follow up organized by Carmen Molina-Rios. Met with Eric Weiss at PVPC. Attended a Build Back Better Regional Challenge webinar led by A/S Alejandra Y. Castillo and other experts.

October 4: Attended the Long-Term Recovery weekly meeting with DEMHS.

October 5: Held a monthly check-in meeting with staff. Sat in on a presentation hosted by Martin Heft at OPM on Municipal CRF Program Interim Reporting. Held a meeting with CRCOG staff to touch base regarding the Build Back Better program.

October 6: Attended the weekly EDA Build Back Better Planning meeting hosted by Benjamin Hensley of Capital Workforce. Met with Kimberly Robinson at PVPC regarding the MA/CT Build Back Better application process. Spoke with the Town of West Hartford regarding the current Regional ARPA Project.

October 7: Attended the ARPA Sub-Committee meeting. Held a regular Check-In meeting with CRCOG staff. Participated in the Executive Director Search Committee meeting to seek out more applicants.

October 8: Attended bi-weekly CRCOG Managers' Meeting. Met with the CRCOG Planning Department.

October 11: CRCOG Closed for Holiday.

October 12: Attended the HEDCO, Inc. Board of Directors meeting. Discussed the Regional Build Back Better plan with Hartford Mayor Luke Bronin. Attended the October CTCOG meeting. Held a Bi-Weekly meeting with the CRCOG Finance Department.

October 13: Attended the weekly EDA Build Back Better Planning meeting hosted by Benjamin Hensley of Capital Workforce. Hosted a meeting with CRCOG and NVCOG Staff on the RLF Process and overview of same. Attended a meeting with Mass Tech regarding Advanced Manufacturing along the Knowledge Corridor.

October 14: Attended a meeting hosted by John Broughton of Salas Obrien regarding a possible partnership opportunity between CRCOG and the New London Subbase. Held a MIRA update meeting.

October 15: Held meetings with CRCOG Staff to touch base on various projects.

October 18: Attended the Long-Term Recovery Weekly Meeting with DEHMS and CRCOG. Attended a meeting on Shared Services between NARC and CRCOG. Had a meeting regarding EDMS Land Use platform options, use and viability for Bolton hosted by Novus Insight, Inc.

October 19: Attended the CRCOG Municipal Services Committee meeting and the ESF-14 Steering Committee Monthly Meeting.

October 20: Attended the HEDCO Loan Committee Meeting. Attended a webinar hosted by ICMA regarding The Future of Work: Strategies for Adapting to a New Reality. Attended the second installment of a four-part series entitled "The Two Connecticuts: Conversations About Race and Place."

October 21: Held a check-in meeting with CRCOG Staff. Attended an EPA Brownfields RLF meeting hosted by MetroCOG.

October 22: Attended the bi-weekly CRCOG Managers' meeting. Met with Lyle Wray to discuss CRCOG Activities.

October 25: Attended Day 1 of the Hartford TMA Cert Review AM and PM sessions organized by Jennifer Carrier with the Department of Transportation as well as the CRCOG Transportation Committee / Certification Review Public Input Session.

October 26: Attended Day 2 of the Hartford TMA Cert Review AM and PM sessions organized by Jennifer Carrier with the Department of Transportation. Also attended the Capital Area Pipeline Partnership Meeting hosted by Capital Workforce.

October 27: Met with the town of Glastonbury. Attended the CRCOG Policy Board meeting. Met with John DiCarlo at NVCOG. Attended the CT Communities Challenge Discussion hosted by CCIC.

October 28: Met with John Broughton of Salas Obrien and others regarding a possible partnership opportunity between CRCOG and the New London Subbase. Prepped for the CRPC Annual Meeting. Attended the bi-weekly CRCOG Finance Meeting. Met with Novus Insight to discuss ideas for enhancing CRCOG IT Collective service suite.

October 29: Attended the CRPC Annual Meeting.

## **Administration and Finance Highlights**

- Aaliyah will begin work on an end-of-the-year Holiday Thank You video. Department Leaders have been asked to submit a short video with their thank you message. The video will be posted to the CRCOG website, added to our newsletter, and shared on our social media channels.
- Staff continue to implement Lucidpress for CRCOG brand management and develop templates in Word and PowerPoint. Aaliyah will use the software to refresh CRCOG's Employee Services Guide.
- Robyn has narrowed the CRCOG website RFP list to six vendors. A subcommittee will review these RFPS and provide feedback to Robyn by Friday, November 11.
- The Executive Director position re-opened on October 5th. Although there were qualified candidates in the first round, the committee felt more were needed to conduct interviews. GovHR will be vetting additional candidates and will deliver a written report to the Search Committee at the end of November.
- Continued to work on year-end and audit activities.

## **Municipal Services Highlights**

The Municipal Services Committee held a special meeting on October 19th, 2021. Discussion centered around potential large Regional ARPA projects, which included: ARPA Reporting; Regional Code Enforcement; GIS upgrade; Solid Waste; Autonomous Vehicle Research Center and CEDS Implementation. The Committee also received status updates on various projects.

*The next MSC meeting is December 7<sup>th</sup>.*

### **CRPC Bid Activities**

#### **September Activities:**

- Bids for Sand, Ladder Testing Services, and Asphalt Pavement Crack Sealing were opened on September 21. There were no bids submitted for Sand and Ladder Testing Services. CRCOG staff are researching options.

#### **Upcoming Activities:**

- Bids for Protective Clothing and Accessories will be issued on October 6<sup>th</sup>.

### **Energy Consortium**

CRCOG's energy consultant has energy audit services available for municipalities. Please contact Kim Bona ([kbona@crcog.org](mailto:kbona@crcog.org)).

### **Cybersecurity**

CRCOG Staff has continued coordination of DEMHS provided Security Mentor licensing for member municipalities.

CRCOG Staff attended the CT Cyber Security Committee meeting on October 25<sup>th</sup>, 2021.

The DEMHS Region 3 Cyber Security Task Force met on Thursday October 14<sup>th</sup>, 2021, at 10am. The next meeting will be on Thursday December 9<sup>th</sup> at 10am.

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

### **Regional Assessment**

Assessment of the CRCOG area assessment offices continues. CRCOG's intern will be reaching out to towns individually.

### **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).

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

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

CRCOG staff is updating EDMS and options that will be available to towns through CRCOG.

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

- CRCOG GIS Staff updated the Municipal Services Committee on parcel viewer updates and urged municipalities to participate in automated CAMA update system
- 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**

- Policy Board approved the hiring of a consultant to look at long term Solid Waste options. Staff will be working on developing the RFP.
- The contract between CRCOG and Bay State Textiles, Inc. for Municipal Textile and Recycling Services has been fully executed. Towns that wish to participate should contact Robyn Nichols at [rnichols@crcog.org](mailto:rnichols@crcog.org) for a side letter agreement.

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

Statewide LTRSC met on October 19<sup>th</sup>. The next meeting is scheduled for November 16<sup>th</sup>. Over 300 applications were received for potential FEMA matchmaking assistance and DECD and FEMA will be reviewing those applications in the coming weeks.

## **Crumbling Foundations**

Current RFVQ's were issued in July and will close on September 30<sup>th</sup>. They are currently being evaluated.

The following companies from the last RFQ have been approved and added to the CRCOG list of qualified vendors for remediation services:

- Kingdom Construction
- MTP Trucking and Excavating

Company information may be found at <https://crcog.org/concrete-vendors/> .

The **Ad-Hoc Committee on Crumbling Foundations** met on October 14<sup>th</sup>, 2021 and received updates from CFSIC as well as legislators at the state and federal level. UCONN and Trinity will give updates regarding their research on November 8<sup>th</sup>. Please contact [pyoder@crcog.org](mailto:pyoder@crcog.org) if you do not have the link.

With the **Crumbling Foundations Testing Program**, to date, 3,200 applications have been received. 2,900 applications had been paid and 2 approved for payment. A total of 2,572 unique addresses have been reimbursed through this program.

## **Human Services Coordinating Council**

The Human Services Coordinating Council will meet on November 9<sup>th</sup> at 2 PM regarding panhandling.

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

### ***Job Order Contracting***

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

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

Class and Compensation Studies

Training (including Sexual Harassment and Diversity)

General HR Needs

### ***VoIP Project***

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

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

### ***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 on the FY 19 SHSGP has commenced. 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. Applications for the FY 21 SHSGP, MMRS and HAZMAT grants were recently approved by DEMHS.

Cheryl Assis recently attended the quarterly Regional Collaboration meeting hosted by DEMHS where our FY 21 budget was presented to the 4 other regions.

CRCOG Completed a virtual monitoring visit with DEMHS on the FY 18 grant and various equipment purchases.

The Statewide Homeland Security Working Group (Cheryl Assis is the COG representative) met to reallocate unspent FY 19 funds and it was determined that our region would receive an additional \$60,000 in funds. This will be split between Training/Exercise and Maintenance/Sustainment of Regional Equipment.

CRCOG staff had a kickoff meeting to initiate a complete After-Action Review of the region's response during the Covid pandemic. In addition, we will be required to complete one focused solely on local public health.

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, 2020 and the Regional Coordination Center was recently deactivated. 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 quarterly Capitol Region Emergency Planning Council meeting was held with a presentation on the new CT Municipal UAV Task Force (CT MUTs). Many of our communities have become members.

Staff attended the Connecticut Police Chiefs Association Annual Meeting and the CT Law Enforcement Memorial Foundation luncheon to honor fallen officers.

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. The Preparedness Committee has determined that we will hold off on the Annual CERT Field Day for the foreseeable future.

Working with the Department of Public Health to act as the fiduciary agent for local public health emergency preparedness funds. We recently completed the first quarter of BP3 and have submitted our 24/7 coverage forms, MCM Action Plan and Multi-Year Training and Exercise Plans. CRCOG recently sent in the first quarter programmatic and financial reports for BP3. We continue to have monthly ESF-8 meetings and bi-weekly meetings with the local Public Health Directors.

## **Transportation and Planning Highlights**

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

- Prepared for and participated in the 10/25, 10/26 Hartford TMA Federal Certification Review.
- Completed and submitted the MPO Quarterly Report for the 1<sup>st</sup> Quarter of FY22.

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

- Began review of 5 2022 CTDOT Safety Performance Targets received in to develop a CRCOG Resolution of Support. Began preparing memo for the Nov. Transportation Committee Meeting.
- CRCOG GIS Coordinator presented at the October Municipal Services Committee and encouraged municipalities to participate on the automated CAMA data program.
- Continued to fulfill requests for parcel viewer customization and adding municipal specific data
- Modeling consultant continued travel forecast modeling efforts for various work assignments. Planning out a schedule of the modeling tasks for the next year is underway.
- Staff have begun with discussions of how to update economic and jobs data for travel demand model, possibly with input from the building-height extraction analysis.
- Staff have begun reviewing documentation of travel demand model updates.
- Created initial regionwide development place types for scenario planning model.
- Began preliminary analysis of regional population changes with release of new 2020 data.

### ***Planning and Policy Development***

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

- **Transportation Committee**
  - The Transportation Committee held a meeting on October 25. Agenda items included the adoption of the September 20 meeting minutes, and staff reports on 60 Seconds for Safety, 60 Seconds for Safety: Roundabouts, East Windsor Route 5 Study Final Report – Draft,

LOTICIP Project Solicitation RFP, LOTICIP (Draft) Solicitation Selection Policy (Revised October 2021) and LOTICIP Pavement and Condition Needs Assessment Request Form. Actions items included TIP Amendments.

- **Policy Board**

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

#### Coordination

- Coordinated with neighboring MPOs, CTDOT, and other stakeholders to arrange their participation in CRCOG's Federal Certification Review.
- Attended CTDOT's COG Coordination meeting.
- Continued participation in MAP Forum. Attended MAP Forum organizational call.
- Attended monthly Greater Hartford Mobility Study coordination meeting with CTDOT/consulting team.

#### ***Transit Planning***

##### Transit Planning and Policy Assistance

- Responded to inquiry about bus service in Southington.
- Conducted utilization counts of commuter parking lots.
- Worked with our consultants on a memo regarding ridership forecasts for the East West Passenger Rail Study. Worked with the Pioneer Valley Planning Commission to brief Massachusetts Senator Lesser on the memo.
- Worked with the Pioneer Valley Planning Commission to schedule a press conference with Senator Less and Mayor Bronin to discuss the results of the ridership memo.

##### Coordinated Plan of Human Services Transportation

- FTA Section 5310:
  - CTDOT is completing its own internal review of the applications and will coordinate with CRCOG staff to agree on final rankings in November.

#### ***Project Selection and Programming***

##### Transportation Improvement Program

- TIP amendments this month included Bloomfield – Rehab Bridge 05576 (Culvert) over Tumble Brook, District 1 – Replace Traffic Control Signals at Various Locations and District 2 – Replace Traffic Control Signals at Various Locations.

##### Project Programming and Advancement

- Responded to inquiry about the status of the 2021 transportation study solicitation.
- Responded to inquiry about funding availability for local road safety projects.



**LOTICIP Efforts this month included:**

- Attended two (2) Windsor Locks Discussion meetings regarding cost estimate/ROW.
- Distributed RFP for \$38M in proposals for the 2022 LOTICIP Solicitation
- Reviewed and revised Selection Policy for Committee review.
- Submitted CTDOT Quarterly report (Quarter 1).
- Submitted one (1) bid package to CTDOT for Coventry Swamp Road (L032-0003)
- Scheduled two (2) on-board review meetings for 90% design submittals for Berlin Various Roadways and New Britain Phase VIII Street Scape (L088-0003)
- Submitted South Windsor Various Sidewalk Connections (L132-0005) application to CTDOT and Enfield Town Farm Road Multi-Use Trail (L048-0003).
- Submitted close-out forms to CTDOT for Southington Jude Lane and Coventry Folly Lane Bridge.
- An Authorization to Award Letter was issued to Coventry Swamp Road (L1032-0003) and Stafford Leonard Road (L134-0002).
- Coordinated with municipalities regarding projects and/or application or design advancement.

***Complete Streets Planning***Micromobility

- Staff executed the contract with the consultant for CRCOG's Bike Share Feasibility Study Update.
- Held a kick-off meeting for the feasibility study as well as a Steering Committee discussion with the consultant.

Bike Ped Count

- CRCOG Staff recently finished collecting bike ped count and audit forms from volunteers from its annual bike ped count in September. Staff is currently in the process of beginning to enter the findings in the Access database.

***System Management and Operations***Safety Management

- Presented CTDOT Roundabout factsheet at October Transportation Committee meeting during "60 Seconds for Safety".
- See Task 2 Performance Metrics regarding 5 CTDOT safety targets

Traffic Incident Management (TIM)

- Governor Proclamation for Crash Responder Safety Week signed by Governor and distributed.
- Worked on development of postings and information dissemination for Crash Responder Safety Week November 8 - 14 campaign.
- Coordinated distribution of TIM field guides and evaluation forms.
- Completed the 2021 TIM Capability Maturity Self-Assessment with FHWA, CTDOT, and TIM Coalition members.
- Completed meeting minutes for standpipe discussion, distributed, and worked on action items.

### ***Freight Planning***

- Participated in stakeholder interview conducted as part of the Statewide Freight Plan.
- Completed MPO Freight Assessment and submitted to FHWA.
- Remained available to work with CTDOT and the MAP Forum to coordinate CRCOG freight planning efforts with statewide and multi-state freight planning.

### ***Livability and Sustainable Communities***

#### Brownfields

- Held Brownfields RLF Loan Review Committee Meeting.
- Approved loan terms and conditions for loan applicant.
- Drafted loan agreement documents and notified applicant of loan approval.
- Drafted RLF guidelines, pending comments from LEPs.

### ***Technical Assistance and Project Development***

#### Technical Assistance to Towns and Stakeholders

- **Zoning Reviews:** Between September 28 and October 28, staff received fifteen (15) referrals and reviewed and commented on twenty (20).

#### Assistance to State and Regional Agencies

- **CT East Coast Greenway Committee:** Attended the East Coast Greenway Annual Meeting.
- **CT Greenways Council:** Attended the CT Greenways Council meeting.

#### Technical and Administrative Support on Corridor Studies and Special Projects

- **Greater Hartford Mobility Study**
  - Held coordination meeting with study team regarding CRCOG's Transit Priority Corridors and East Coast Greenway studies.
- **Route 5 Corridor Study, East Windsor**
  - Continue accepting comments on draft Recommendation and Implementation Plan with the comments period ending November 1.
  - Presented the study draft recommendation plan at the East Windsor Board of Selectmen meeting and requested their endorsement of the plan.
  - Introduced the draft recommendation plan at the October Transportation Committee meeting and requested their endorsement of the plan in November meeting.

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

- 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.
- Virtually attended DCP's Cross Cultural Symposium.
- Attended "Arrested Mobility: Exploring the Adverse Impacts of Over-policing BIPOC Mobility in the US" webinar.

### ***Capitol Region Roundabout Screening***

- Kick off meeting was held with VHB consultants, CTDOT, and FHWA invited.
- Reviewed and commented on VHB's draft Project Management Plan and request for GIS data.
- Conducted 3 virtual meetings with non-selected consultants that requested debrief meetings.

### ***Transit Priority Corridors Study***

- Participated in Working Group meeting.
- Prepared for Active Transportation Audits that will be conducted in mid-November at high ridership bus stops with the consultant team.
- Created a digital survey tool using ESRI's Survey 123 application that will be used to collect the audit data in GIS format.

### ***Routes 190 and 220 Traffic Impact Study, Enfield***

- Worked on Initial review / first round of comments on the survey.
- Followed up with CTDOT and consultant on invoicing.

### ***Farmington Area Connectivity Study***

- Conducted 3 virtual debrief meetings with non-selected consultants.
- Reviewed and distributed a report of the Kick-off meeting to attendees
- Reviewed a draft Project Management Plan prepared by SLR.
- Reviewed prior Travel Demand Model Results and updated the Study Area Map describing the data.

### ***TOD Roles, Visioning, Viability, and Tools Analysis***

- Finalized scope and fee with the selected consultant.
- Received approval from CTDOT for scope, fee, and draft contract.
- Worked with selected consultant to get contract signed.

### ***East Coast Greenway Gap Closure Study***

- Finalized comments on the RFQ and draft scope from Towns and the ECG Alliance.
- Sent RFQ to CTDOT for review and received approval.
- Requested and received Direct Charge Request approval for payment of newspaper advertisements of the RFQ.
- Created a RFQ page for the project on the CRCOG website.
- Coordinated advertisement in print, website, and by email to consultant list for RFQ release.

### ***Route 20 Corridor Study, Windsor Locks***

- Submitted RFQ, selection panel list, and RFQ rating form to CTDOT and received their approval.
- Held a meeting with selection panel members to discuss RFQ evaluation and interview process.

### ***CRCOG Foundation***

- Worked on scheduling the next CRCOG Foundation meeting.

### ***Comprehensive Economic Development Strategy***

- Coordinated with Capital Workforce Partners and stakeholders on an EDA Build Back Better (BBB) grant proposal.
- Held weekly planning meetings for the grant application.

- Held coordination meetings with the City of Hartford and Connecticut Center for Advanced Technology to discuss the BBB proposal.
- Submitted the BBB grant application.
- Held a meeting with the Town of West Hartford to discuss a potential EDA grant application.
- Attended a meeting on a local sourcing initiative.
- Completed fraud awareness training for upcoming EDA grant.

### ***CDC Active Transportation Planning***

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

- Submitted monthly report to DPH.
- Held a train the trainer workshop in Meriden.
- Scheduled, promoted, and held a webinar on equity and mobility.
- Held a public meeting for the Stamford parklet guide.
- Submitted a report for the Building Resilient and Inclusive Communities grant.