

MEMORANDUM

DATE: October 5, 2021
TO: CRCOG Policy Board and Alternates
FROM: Lyle Wray, Executive Director
SUBJECT: CRCOG September 2021 Monthly Report

Here is the September 2021 CRCOG monthly report. If you have questions or suggestions, please let me know (lwray@crcog.org). My mobile number is 860 816 5424.

Executive Director Report

Dr. Lyle Wray, as Executive Director Emeritus, and Pauline Yoder, as Acting Director, attended the following meetings in September:

September 1: Dr. Wray and Ms. Yoder attended the EDA Build Back Better (BBB) Planning Meeting with Capital Workforce Partners, MassHire Hampden County, and other partners. Dr. Wray attended the Youth Car Theft Webinar Planning Meeting with UCONN’s Mohamad Alkadry. Ms. Yoder attended a discussion with other CTCOG directors regarding Long Term Recovery Planning.

September 2: Dr. Wray had a meeting with Rick Porth.

September 3: Dr. Wray attended the ACIR Study on Municipal Meeting Formats. Ms. Yoder attended the Regional Long Term Recovery Update information sharing with Jennifer Gifford, United Way.

September 7: Dr. Wray attended a 1,000 Friends Meeting.

September 8: Both Dr. Wray and Ms. Yoder attended the EDA BBB meeting with CWP and MassHire as well as the ARPA EDD BBB meeting with PVPC.

September 9: Both Dr. Wray and Ms. Yoder attended a meeting with UCONN regarding BBB opportunities and UCONN offerings as well as a meeting with New Haven regarding BBB submissions sharing.

September 10: Dr. Wray attended the ACIR Working Group Meeting. Ms. Yoder attended the Bi-weekly Managers’ Meeting. Dr. Wray and Ms. Yoder both attended the Meeting with Commission on Women, Children, Seniors, Equity and Opportunity (CWCSEO) regarding CWCSEO engagement initiatives.

September 13: Both Dr. Wray and Ms. Yoder attended the weekly meeting with DEMHS regarding Long Term Recovery. Dr. Wray attended a meeting with GRI and

others regarding CT Higher Education Support of COVID-19 Economic Recovery as well as a meeting with UCONN's Mohamad Alkadry regarding webinar planning meetings.

September 14: Ms. Yoder attended the HEDCO Board of Directors meeting and Dr. Wray attended the Municipal Services Committee Meeting. Both Dr. Wray and Ms. Yoder attended the CTCOG Long Term COVID Recovery Planning meeting with Mary Glassman, DECD, DEMHS and others.

September 15: Both Dr. Wray and attended the EDA BBB submission planning meeting as well as a meeting with other CTCOG directors following-up from Tuesday's meeting with state stakeholders. Dr. Wray also attended the Youth Car Theft Webinar Planning Meeting.

September 16: Ms. Yoder had a CRCOG LOTCIP discussion with Jon Colman and CRCOG Staff.

September 17: Both Dr. Wray and Ms. Yoder attended a CTCOG meeting. Dr. Wray held a Meeting with Mohamad Alkadry ACIR Policy Research, UConn and IMRP.

September 20: Both Dr. Wray and Ms. Yoder attended the weekly meeting with DEMHS regarding Long Term Recovery. They also attended the CRCOG Transportation Meeting.

September 21: Ms. Yoder attended the Long-Term Recovery State Steering Committee Meeting; Dr. Wray attended both the Knowledge Corridor Meeting and the 1,000 Friends meeting.

September 22: Dr. Wray attended the CWP Board Meeting; Both Dr. Wray and Ms. Yoder attended the BBB submission planning meeting with CWP, MassHire Hampden County, PVPC; the CRCOG Policy Board Meeting; and a discussion with NVCOG, Northwest Hills COG (NHCOG) and other stakeholders regarding DECD feedback of the EDA 2-page submission to DECD.

September 23: Ms. Yoder attended the BBB Office Hours webinar; Dr. Wray attended the Youth Car Theft in Connecticut Webinar and the Riverfront Recapture Executive Meeting; they both sat in on a discussion with Martin Guay regarding BBB and Parkville submission.

September 24: Ms. Yoder attended a meeting with DECD, NVCOG, NHCOG regarding BBB submission feedback.

September 27: Ms. Yoder sat in on a discussion with Hartford regarding FEMA funding opportunities. Dr. Wray and Ms. Yoder debriefed with NVCOG and NHCOG and others following the DECD meeting.

September 28: Dr. Wray and Ms. Yoder had a call with Hartford re: Parkville and BBB submission; they also had a discussion with CWP and CRCOG regarding BBB submission.

September 29: Dr. Wray and Ms. Yoder attended a BBB submission planning meeting with CWP, MassHire Hampden County, PVPC as well as a meeting with MetroHartford Alliance regarding BBB. Ms. Yoder also attended the CRCOG Bi-Weekly Managers' meeting and a Data and Analysis Collaboration Opportunities webinar (FHWA).

September 30: Dr. Wray and Ms. Yoder attended the CBIA Connecticut Economy Conference; Dr. Wray attended a 1,000 Friends meeting and met with the Higher Ed. Supporting Economic Recovery & Workforce Development Working Group.

Administration and Finance Highlights

- Staff continues to implement Lucidpress for CRCOG brand management
- An RFP was issued on September 13th, 2021 to update CRCOG's website. Proposals will be accepted until October 13, 2021.
- The Executive Director position closed on September 13th. GovHR is vetting candidates and will deliver a written report to the Search Committee on October 1 with interviews to be scheduled the week of October 19th.
- Continued to work on year-end and audit activities

Municipal Services Highlights

Municipal Services Committee

The Municipal Services Committee held a special meeting on September 14th, 2021. Items discussed included a Diversity Equity and Inclusion (DEI) RFP/Q, as well as EDA and FEMA funding opportunities. The next MSC meeting is October 19.

Staff has begun work to develop a DEI RFP/Q.

The HR Jobs Portal is ready for pilot. Demos were held on Tuesday, September 28, 2021 and Friday, October 1, 2021. If you would like to be a participating pilot town or need further information, please reach out to Robyn Nichols at rnichols@crcog.org.

Long-Term Regional Recovery Steering Committee (RRSC)

Members have been submitting projects to regarding potential funding match making from FEMA. The due date is October 7th. <https://crcog.org/ltr/>

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 is researching options.

Upcoming Activities:

- Bids for Protective Clothing and Accessories will be issued on October 6th.

Regional Assessment:

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

Energy Consortium:

CRCOG's energy consultant has energy audit services available for municipalities. Please contact Kim Bona (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 September 27th, 2021.

The next meeting of the DEMHS Region 3 Cyber Security Task Force will be held on Thursday October 14th, 2021, at 10am.

For additional information, please contact Erik Snowden at esnowden@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 www.nutmeghr.org.

The FY'2020-2021 CT Municipal Salary Survey: please visit ctmunicipaldata.org for more information and to access the salary survey. Questions may be directed to Kim Bona at 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 worked with assessors from member municipalities to collect an OPM mandated CAMA export. Collection is complete.
- Installation of CAMA data processors continues.

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

Solid Waste Management

- 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 for a side letter agreement.

Crumbling Foundations

Current RFVQ's were issued in July and will closed on September 30th. 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/>.

CRCOG staff continues to work with various stakeholders including the housing advocate for crumbling foundations on these issues. The next **Ad-Hoc Committee on Crumbling Foundations** is scheduled for October 14th, 2021.

With the **Crumbling Foundations Testing Program**, to date, 3150 applications had been received. 2860 applications had been paid and 2 approved for payment. A total of 2543 unique addresses have been reimbursed through this program.

Human Services Coordinating Council

Human Services Coordinating Council will meet on November 9th 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 submitted to DEMHS upon Policy Board Approval.

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.

CRCOG staff is working to initiate a complete After-Action Review of the region's response during the Covid pandemic as well as 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 just 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

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. Our 24/7 coverage forms, MCM Action Plan and Multi-Year Training and Exercise Plans have been submitted. CRCOG sent in the final programmatic and financial reports for BP2. 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

- Held first internal Quarterly Project Management meeting.
- Continued preparations for CRCOG's Certification Review, which is anticipated for October 25-26.

Data Inventory, GIS & Forecasting

- CTDOT Safety Performance Targets for year 2022 were received, and CRCOG staff began reviewing the data received in order to develop a CRCOG Resolution of Support.
- Continued developing a dashboard with affordable housing and demographic data for CRCOG towns.
- There are discussions underway of possible post-processing solutions that what summarize the model output in a more user-friendly way.
- CRCOG staff have begun discussions with TDM Consultant on how to update relevant socio-economic data in the travel demand model.
- 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.
- CRCOG staff created initial development place types that were reviewed and refined by TDM Consultant.

Planning and Policy Development

Transportation Cost Review Subcommittee

The CRCOG Cost Review and Sub-Committee Meeting was held on September 20. The Committee approved the minutes from June 28, and funding increase for Stafford Leonard Road Bridge Project (L134-002).

The Committee received updates on the 2022 LOTCIP Solicitation and CTDOT Coordination Meetings with the CTDOT Pavement Unit, Rights of Way (ROW) Unit and Traffic.

Transportation Committee

The Transportation Committee held a meeting on September 20. Agenda items included the adoption of the July 26 meeting minutes, and staff reports on 60 Seconds for Safety, TIM Field Guide, CTDOT State Rail Plan, **CTrides** Quarterly Report, MPO Certification Review, 2022 LOTCIP Project Solicitation and CTDOT Coordination Update, CT Recreational Trails Grant Program and CRCOG Staff Changes. Actions items included TIP Amendments, LOTCIP Funding Increase/Scope Modification Requests on Stafford Leonard Road Bridge Project, Resolution on Bike Share Feasibility Update. Finally, there was a presentation on Greater Hartford Mobility Study by Casey Hardin from TranSystems.

Policy Board

The Policy Board held a meeting on September 22. Planning staff attended and reported on Transportation Committee and Community Development activities.

Coordination

- Attended CTDOT's COG Coordination meeting.
- Continued participation in MAP Forum.
- Attended MAP Forum organizational call.
- Attended MAP Forum "Data and Analysis Collaboration Opportunities" discussions.
- Met with CTDOT and consulting team for the monthly Greater Hartford Mobility Study coordination meeting.

Transit Planning

Transit Planning and Policy Assistance

- Attended CTDOT public meeting on State Rail Plan.
- Coordinated with PVPC and **CTtransit** on inquiry regarding bus service between the Hartford Line and Bradley Airport.
- Attended HNS Monthly Meeting.

Coordinated Plan of Human Services Transportation

FTA Section 5310:

- CRCOG staff completed ranking of all applications. Final rankings tables were compiled and sent to staff at DOT for their review.
- CTDOT is completing its own internal review of the applications and will coordinate with CRCOG staff to agree on final rankings in October.

Project Selection and Programming

Transportation Improvement Program

TIP amendments this month included Enfield – High Speed Rail Crossing to Bike & Ped. Trails along CT River.

Project Programming and Advancement

LOTICIP Efforts this month included:

Zoom/Remote Meetings:

Attended two (2) PD on-board review meeting with:

- Town of Avon on September 9 for Avon Old Farms (east/west) Project
- Town of Ellington on September 10 for Route 83 (West Street) Stand-Alone Sidewalk Project
- Attended numerous coordination meetings with CTDOT, including LOTICIP, Pavement, Traffic, and ROW Units.

Town and CTDOT Communications:

Prepared for \$38M 2022 Solicitation Distribution for September 30.

Coordinated with municipalities regarding projects and/or application advancement.

Complete Streets Planning

Regional Complete Streets Plan and Policy

Held a Bike/Ped Subcommittee meeting.

Micromobility

- Attended scooter-share update calls.
- Staff held interviews for CRCOG's Bike Share Feasibility Study Update where Foursquare ITP had been selected. Policy Board approved the resolution allowing staff to enter negotiations with Foursquare ITP.

Bike Ped Count

CRCOG staff began planning the annual bike ped count in September. Staff is currently in the process of working with volunteers and collecting bike ped count forms and audits.

System Management and Operations

Safety Management

CRCOG staff participated in the UCONN T2 Safety Circuit Rider Meeting.

Attended the FHWA Everyday Counts Safety Summit- Intersection and Interchange Geometrics.

Traffic Incident Management (TIM)

- Finalized Governor Proclamation for Crash Responder Safety Week and send to Governor's office for signature.
- Coordinated distribution of delivered TIM field guides and evaluation forms.

- Coordinated efforts to complete the 2021 TIM Capability Maturity Self-Assessment with FHWA, CTDOT, and TIM Coalition members.

Operations Planning

Participated in UConn Technology Transfer Center discussion on new speed legislation requirements effective Oct 1, 2021.

Freight Planning

- Began preparing materials for CTDOT related to update of Statewide Freight Plan.
- Attended Multi-State Freight Working Group Meeting on Industrial Real Estate Trends and Considerations.

Livability and Sustainable Communities

Brownfields

- Onboarded new Brownfields Program Manager.
- Held Brownfields Steering Committee meeting.
- Staff coordinated contract extensions with three licensed environmental profession (LEP) firms, legal firm, and financial firm.
- (RLF, subgrant) Continued coordination with town of Berlin and Somers on their projects.
- (RLF, loan) Received and began review of loan documents for remediation of Silver Lane Plaza, East Hartford.

Technical Assistance and Project Development

Technical Assistance to Towns and Stakeholders

- Between July 28 and August 27, staff received twenty-four (24) referrals and reviewed and commented on thirty (30).
- Supplied letter of support to CTDOT for application under FHWA Advanced Transportation and Congestion Management Technologies Deployment program.
- Supplied letter of support to GHTD for application under FTA Areas of Persistent Poverty program.

Assistance to State and Regional Agencies

CT Bike Ped Advisory Board: attended BPAB meeting.

Technical/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.
 - The Project Manager of the GHMS presented at CRCOG's Transportation Committee meeting.
- Route 229 Bristol/Southington Corridor Study
 - Attended public meeting.

- Route 5 Corridor Study, East Windsor
 - Sent the draft Recommendation and Implementation Plan to the Advisory Committee and CTDOT for review and feedback
 - Posted the draft Recommendation and Implementation Plan for public with the comments period ending on November 1
 - Scheduled a presentation at the Board of Selectmen meeting on October 21 to present the study recommendations.

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.

Capitol Region Roundabout Screening

- CRCOG and VHB fully executed the consultant agreement.
- CRCOG issued a Notice to Proceed letter to VHB.

Transit Priority Corridors Study

Prepared for next Working Group meeting, which will be held on October 13.

Routes 190 and 220 Traffic Impact Study, Enfield

- Staff continues to coordinate with Town on visual preference survey with launch goal for mid-October.
- Established interested party list for project.
- Held call with Urban Footprint to discuss scenario planning task.

Farmington Area Connectivity Study

CRCOG and SLR fully executed the consultant agreement. CRCOG issued a Notice to Proceed letter to SLR.

TOD Roles, Visioning, Viability, and Tools Analysis

Worked with the selected consultant on fee and scope negotiations.

East Coast Greenway Gap Closure Study

Staff synthesizing comments received from Towns on draft RFQ and scope and following up as necessary.

Route 20 Corridor Study, Windsor Locks

Coordinated with the town regarding RFQ and RFQ/consultant interview panels. Received the list of individuals to serve on those panels.

Water Utility Coordinating Committee

Sent new CRCOG staff contact to WUCC.

Comprehensive Economic Development Strategy

- Coordinated with Capital Workforce Partners and stakeholders in Western Mass on an EDA Build Back Better grant proposal.
- Held six meetings on the Build Back Better proposal in September.
- Attended the LISC Local Advisory Committee meeting.
- Met with representatives of Simsbury to discuss a potential EDA grant application.
- Met with Riverfront Recapture representatives to discuss a potential EDA grant application.

CDC Active Transportation Planning

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

- Scheduled and held an Active Living/Active Transportation committee meeting.
- Developed and reviewed a draft of the Killingly Industrial Park Access and Circulation Plan
- Team developed a draft of the Stamford parklet guide.
- Held a debrief call with DPH.
- Held a train the trainer workshop for Middletown.
- Continued coordinating with train the trainer schools to deliver bike racks.
- Scheduled, promoted, and held a train the trainer webinar.