

MEMORANDUM

DATE: September 3, 2021
TO: CRCOG Policy Board and Alternates
FROM: Lyle Wray, Executive Director
SUBJECT: CRCOG August 2021 Monthly Report

Here is the August 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

On Monday August 2 hosted the CRCOG manager meeting.

On Tuesday August 3 hosted a CRCOG planning department check in on current projects. Attended a US EDA "good jobs challenge" webinar on opportunities for the metro region. Did a second draft of youth car theft webinar materials for working group.

On Wednesday August 4 caught up on office tasks.

On Thursday August 5 helped present the Boston rail study to Springfield Chamber of Commerce committee. Helped present a staff briefing to US Senator Murphy and Blumenthal's staff on the Boston rail proposal.

On Friday August 6 participated in the online ACIR meeting. Attended the online send off for Lynne Pike DiSanto after her many good years of work for CRCOG. Had a staff check in on US EDA funding opportunities.

On Monday August 9 hosted the CRCOG manager meeting. Participated in the CRCOG benefits enrollment meeting for the period starting September 1, 2021. Will have the same health carrier as in the current year based on the offers made to our consultant. Participated in the National Association of Regional Councils major metro online meeting.

On Tuesday August 10 caught up on office work.

On Wednesday August 11 participated in a conference call with our federal liaison Chris Giglio on infrastructure and EDA opportunities. Had a call with Martin Guay of Stanley Black and Decker related to the CRCOG CEDS plan. Helped staff the CRCOG Executive Committee meeting online. With staff and consultants had a discussion on Boston rail project ridership projection memo in process.

On Thursday August 12 with consultants recorded a Pulse of the Region Podcast for Metro Hartford Alliance on the Boston rail connection.

On Friday August 13 participated in a CT DECD meeting with US EDA representative Debra Bevan on upcoming grant opportunities for the state and region.

On Monday August 16 participated in the Long-Term Recovery Committee meeting with CRCOG managers and DEMHS staff.

On Tuesday August 17 participated in a special meeting of the CT Council of Governments group. Participated in the long-term recovery ESF-14 statewide video conference. Finished a reflective essay on 17 years at CRCOG for the CRCOG newsletter.

On Wednesday August 18 participated in the CTCMA online meeting on ARPA funding management. Helped facilitate a CRCOG conversation on mask mandates in light of rising COVID-19 infection rates in the metro region and state.

On Thursday August 19 participated in a conversation on funding opportunities for crumbing foundation testing for public buildings. With Pioneer Valley and Franklin County leaders discussed possible US EDA efforts that could be doing together.

On Friday August 20 participated in a CRCOG SECOG online press conference on indoor mask mandates. At this writing, 11 CRCOG towns have put in place indoor mask mandates. Participated in a US EDA grant opportunity exploratory online meeting with Capital Workforce Partners and CRCOG staff.

On Monday August 23 participated in the Long-Term Recovery Committee meeting with CRCOG managers and DEMHS staff. Participated in CT 1000 Friends working group on property tax reform online. Participated in online meeting on NARC major metros group.

On Tuesday August 24 hosted the CRCOG manager meeting. With Pioneer Valley and Franklin County leaders in a second online meeting discussed possible US EDA efforts that could be doing together.

On Wednesday August 25 participated in a conference call with our federal liaison Chris Giglio on infrastructure and EDA opportunities with Pioneer Valley and Franklin County leadership. Had a call with the Executive Director of the National Association of Regional Councils Leslie Wollack on recruitment for CRCOG Executive Director.

On Thursday August 26 held another meeting with Capital Workforce Partners on funding opportunities with US EDA funding. Participated in CT DECD meeting on US EDA funding opportunities. Hosted the CRCOG/DEMHS regional long-term recovery committee meeting online.

On Friday August 27 caught up on office tasks.

On Monday August 30 participated in the Long-Term Recovery Committee meeting with CRCOG managers and DEMHS staff. Hosted the CRCOG manager meeting. Participated in the Community Indicators Consortium board of directors online meeting.

On Tuesday August 21 participated in CT ACIR subcommittee meeting on local government of the future online meeting. Participated in a CT DOT executive conversation on transit for the region.

Administration and Finance Highlights

-) Staff continues to implement Lucidpress for CRCOG brand management
-) GovHR has advertised for the Executive Director and continues working with the Search Committee. Closing date for the position is September 13th.
-) Continued to work on year-end and audit activities
-) Onboarded two new employees.
-) August was CRCOG Staff open enrollment period and was conducted successfully.
-) CRCOG staff received the brand and style guide.
-) Drafted the website update RFP and shared with department leaders to review. The RFP will get posted by September 13, 2021.
-) Drafted CRCOG letter in support of an indoor mask mandate and conducted a virtual press conference with SSCOG.

Municipal Services Highlights

Municipal Services Committee

The Municipal Services sub-committee on Solid Waste met on July 22nd and made a presentation at the August 11th Executive Committee Meeting. The MSC will hold a special meeting on September 14th, 2021 (moved from September 21st).

Long-Term Regional Recovery Steering Committee (RRSC)

The Regional Long-Term Recovery Steering Committee met on for August 26th and received a presentation regarding potential FEMA funding request submission process. Currently, the Human Services Working Sub-Committee meets monthly (3rd Thursdays at 1pm) and the Small Business Recovery Sub-Committee meets as needed.

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

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

CRPC Bid Activities

Upcoming Activities:

-) Bids for Sand, Ladder Testing Services, and Asphalt Pavement Crack Sealing will be issued on September 1st.
-) 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 Kim Bona for a side letter agreement.

Regional Assessment:

Assessment of the CRCOG area assessment offices will be benchmarked again in the late Fall.

Energy Consortium:

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

Cybersecurity

The CT DEMHS Region 3 Cyber Security Task Force met virtually on August 12th, 2021 and had presentations by MS-ISAC regarding CIS Controls and Bob Drozynski from DEMHS regarding municipal Security Mentor licensing.

CRCOG Staff attended CT Cyber Committee meeting on August 30th, 2021 and reported on Region 3 Cyber Security Task Force activities.

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

The next meeting will be held on Thursday October 14th, 2021, at 10am.

For additional information, please contact Erik Snowden at 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.

HR-Portal

Register now for the HR Portal Interview Panel Database. The database is now live and can be accessed by logging into nutmeghr.org.

CRCOG is collecting Municipal Human Resource Documents for the HR Example Document Database. If you have any HR Policies, Procedures, Forms, or Checklists, (Applications; Job Posting Templates; Affirmative Action Plan; Introductory Period Definition; Jury Duty Leave Policy; other HR documents), please send them to Kim Bona at kbona@crcog.org.

Continued to activate registrations on the HR Portal at nutmeghr.org. The site provides access to model documents, a link to the Municipal Salary Survey and Reporting Tool and key HR resources/links.

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

NEW! Regional HR Jobs Portal

-) The HR Jobs Portal is ready for pilot. If you would like to be a participating pilot town, please reach out to Robyn Nichols at rnichols@crcog.org.

Electronic Document Management Services (EDMS)

EDMS has entered program mode. Please contact pyoder@crcog.org for additional information.

Regional Geographic Information System (GIS)

-) CRCOG GIS staff worked with assessors from member municipalities to collect an OPM mandated CAMA export.
-) 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

-) A survey was sent to towns at the beginning of August regarding current practices and plans for solid waste disposal once MIRA shuts down. Responses were received from 15 municipalities. Please contact Kim Bona if you would like a copy of the summarized results.
-) The Municipal Services sub-committee on solid waste presented to the Executive Committee on August 11th. Next step will be discussion among the Policy Board.
-) 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 Kim Bona for a side letter agreement.

Crumbling Foundations

Requests for Qualifications

Current RFVQ's were issued in July and will close on September 30th and are under evaluation. The following companies 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/>.

Concrete Foundation Issues Facilitation

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

Foundation Testing Program

The Foundation Testing Program has been operating since November 28th, 2017. To date, 3040 applications had been received. 2770 applications had been paid and 4 approved for payment. A total of 2470 unique addresses have been reimbursed through this program.

Human Services Coordinating Council

Human Services Coordinating Council will meet in October regarding mental health and COVID and a meeting regarding panhandling is also being planned for the fall.

On-Going Programs and Services

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

The FY 18 Metropolitan Medical Response System grant closed out on 8/15 and the region replenished the pharmaceutical stockpile housed at Hartford Hospital. 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.

CRCOG presented at the DEMHS Regional Collaboration Committee's Best Practices Forum highlighting the work of our Medical Reserve Corps during the pandemic.

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

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

Task 1: Management of the Planning Process

Staff and Task Management

-) While working in a hybrid in-office/at-home arrangement, Planning staff met regularly 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.
-) Planning Intern from UConn's Internship and Professional Practice (IPP) Program, Norell Ferguson, started on August 23.

Task 2: Data Inventory, GIS and Forecasting

Data Inventory

- J Staff are exploring ways to cooperate with CTDOT and other organizations and expand analysis to areas outside of CRCOG's responsibilities.
- J Staff have been using NPMRDS data as part of studies to show existing traffic conditions.
- J 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 (CCR).
- J Staff are reviewing output from CCR effort and are looking how to share results and progress to next stage where crashes are considered as well.
- J CRCOG Staff have been uploading designated data sources into the SQL server for storage. The process will continue until completed. Staff will then begin to explore ways of querying the SQL database from inside external programs (e.g., ArcGIS Pro, MS Excel, Python, and R) as needed for various computations. Appropriate CRCOG staff will become familiar with basic SQL coding for data extraction and manipulation from the server.

GIS

- J CRCOG staff has been using an ESRI-designed workflow to generate 3D building data for use in scenario planning. This process uses the 2016 lidar data as its main input. Staff have familiarized themselves with the data types produced by LiDAR, including "LAS" files. These can be used to the general ground elevation and height of objects such as buildings and trees.
- J Staff will continue to refine relevant processes to make them quicker and more efficient. Efforts to carefully document the procedures and software settings used in these processes are underway. The ESRI workflow model is being setup on the computers of additional CRCOG staff to maximize the number of machines able to process large amounts of LiDAR data for building height extraction when needed.
- J ESRI staff have been able to further refine the CRCOG 3D visualizations of buildings, making them appear as far more accurate representations of actual buildings.
- J CRCOG staff have created an annotated visual of the customized ESRI workflow for building height extraction that can help others understand and recreate the same complex workflow.
- J Staff have begun preparing data for processing buildings heights for areas outside of CRCOG. Once the models are installed on several machines, staff time required to run processing routines will be minimal.
- J CRCOG staff are collecting CAMA exports from member town assessment departments using a standard export format.
- J Continued to maintain and update Web GIS for use by member municipalities and the public.
- J Automated CAMA data uploaders continue to be installed in our municipalities.
- J CRCOG GIS staff continue to fulfill requests for parcel viewer customization with data specific to municipalities.

- J Continued developing a dashboard with affordable housing and demographic data for CRCOG towns.

Forecasting and Data Analysis

- J 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.
- J Staff have been coordinating with Cambridge Systematics (CS) to assess the progress being made for modeling, scenario planning, and data storage solutions.
- J 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.
- J The new Travel Demand Model (Time-of-Day Type) is continued to be reviewed and fine-tuned by CRCOG travel demand modeling consultant.
- J There are discussions underway of possible post-processing solutions that what summarize the model output in a more user-friendly way.
- J TDM Consultant and CRCOG Staff have been seeking an answer to a data processing glitch related to the transit network as coded in the CRCOG travel demand model.
- J The new Travel Demand Model (Time-of-Day Type) is continued to be reviewed and fine-tuned by CRCOG travel demand modeling consultant.
- J There are discussions underway of possible post-processing solutions that what summarize the model output in a more user-friendly way.
- J CRCOG staff have begun discussions with TDM Consultant on how to update relevant socio-economic data in the travel demand model.
- J 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.
- J CRCOG staff continued to learn about demographic forecasting methods relevant to scenario planning and travel demand modeling.
- J CRCOG staff continued to learn about land use analysis and forecasting methods relevant to scenario planning and travel demand modeling. Lately, this has included k-means clustering analysis which helps to identify current local combinations of land use types for aggregate geographies such as census blocks, block groups, and tracts. These clustering analyses of land use for current conditions can assist staff in developing feasible land use types for future scenarios.
- J 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.
- J CRCOG staff continue to become more familiar with ArcGIS Pro, which will fully replace ArcMAP in the next couple of years.
- J More CRCOG staff have begun learning about simple mapping processes and data table manipulation in R. This could be important for processing large amounts of data in a routine fashion, such as found with analyzing and mapping land use data throughout the region.

- J Staff have used R to conduct a basic road network analysis of the most important links in the Farmington Connectivity study. The process is fully transferable to other locations using R and OpenStreetMap data has been demonstrated to other staff.
- J Staff have been reviewing R script produced by scenario planning consultant that greatly automates a considerable portion of the computations needed for identifying the breakdown of land use types as well as areas with development restrictions.
- J Two CRCOG staff members have been assigned to jointly manage running of scenario planning effort, one being point-person for data issues and general day-to-day tasks and the other for contract management. Both staff members will provide support to each other, and roles are not exclusive. Analysis is a joint responsibility.
- J Four staff members participated in building height extraction effort, that resulted in a file with the regional spatial distribution of employment at the parcel level. This is a major input in scenario planning modeling. Analytical strategies were at times discussed with Cambridge Systematics staff.
- J Consultants are currently building the tool in Community Viz.
- J Four staff members drafted suitability matrix for residential, commercial, industrial land use categories and coordinated with Metro Hartford Alliance for developer feedback.
- J CRCOG provided Cambridge Systematics with the above-mentioned suitability matrix and is currently creating the development place types.
- J Staff have begun preliminary analysis of regional population changes with release of new 2020 data.

Task 3: Planning and Policy Development

Coordination

- J Coordinated with State and Federal representatives as needed.
- J CTDOT's COG Coordination meeting for August was cancelled.
- J Continued participation in MAP Forum.
- J Met with CTDOT officials to discuss transit planning opportunities on August 31.
- J Met on August 5 with CTDOT and consulting team for the monthly Greater Hartford Mobility Study coordination meeting.

Planning and Policy Development

- J All efforts consistent with CRCOG's public participation policies.

Staff Training and Development

- J Attended webinar entitled "Building Upon Large-Scale Brownfield Investments to Rejuvenate a Community" on August 18.
- J Two staff completed 2-day National Highway Institute training course "Planning and Environment Linkages" (August 17-18 and August 25-26).
- J Attended "Management & Leadership Skills" training on August 12-13.

Task 3a: Transit Planning

Transit Planning and Policy Assistance

- J Held coordination call with CTDOT on August 31.

Coordinated Plan of Human Services Transportation

- J FTA Section 5310:
 - o The application deadline for program funding passed on August 3. CRCOG staff received 29 applications in total (19 Traditional Capital and 10 Non-Traditional Capital applications).
 - o Staff continued to coordinate with staff at CTDOT to ensure all applicants were correctly received and submitted before deadline.
 - o Staff began the process of scoring and ranking all applications, which should conclude in early September.

Task 3b: Project Selection and Programming

LOTICIP Efforts this month included:

Zoom/Remote Meetings:

- J Attended a 90% design on-board review meeting with:
 - o Town of Hebron on August 10 for Wall and Main Street Project
 - o Town of Wethersfield on August 11 for Wolcott Hill Road and Franklin Project
 - o Town of Simsbury on August 24 for Hopmeadow Sidewalk Project
- J Attended internal transportation staff meeting (via Zoom) to discuss LOTICIP projects on August 2,6,9,13,16,20, 23,27 and 30.

Town and CTDOT Communications:

- J Continue to facilitate advancement of CRCOG approved LOTICIP projects to CTDOT
- J CTDOT issued three (3) Authorization to Advertise letters to Plainville for Town Line Road Project (L109-0003), Stafford Leonard Road Bridge (L134-0002), Coventry Swamp Road (L032-0003) and Vernon Dart Hill Road Bridge Project (L146-0002)
- J Submitted bid tabulations, letters, and documentation to CTDOT for Plainville Town Line Road Project (L109-0003)
- J CTDOT issued a Commitment to Fund letter (CTF) to Glastonbury for Corporate Gateway Bike Ped Improvements (L053-0005) and Hebron Martin Road (L066-0003)
- J Discussed ROW between Windsor Locks (L165-0002) Route 159 Project and CTDOT
- J Received preliminary design submittals from Avon for Avon Old Farms Phase 1 Project and a semi-final design from Ellington for Route 83 Sidewalk Project and scheduled on-board review meetings in September
- J Followed up on utility coordination questions with the Town of Simsbury and CTDOT regarding Hopmeadow Sidewalk Project
- J Received request from the Town of Bloomfield to combine Blue Hills Avenue Project (L011-0002) Phase 1 with a Blue Hills Avenue Project Phase 2

- J Two revised cost estimates were submitted to CTDOT (Coventry Swamp Road (L032-0003) and Farmington Brickyard Road Phase 2 (L055-0005)
- J Submitted one (1) application to Town of Enfield to review
- J CTDOT issued comments were addressed by the Town of Willington for the Route 32 Sidewalk Project (L160-0001), Avon Old Farms Phase 2 Project (L004-0002) and Farmington Brickyard Road Phase 2 Project.
- J Preparing for 2022 Solicitation to be issued September 2021
- J Requested status update on Suffield Mountain Road (Route 168) Multi-Use Trail and Farmington Brickyard Road Phase 2 application
- J Coordinated with the following municipalities regarding projects and/or application advancement: Avon, Bloomfield, Coventry, Farmington, Glastonbury, Manchester, Marlborough, New Britain, Newington, Plainville, Simsbury, Stafford, South Windsor, Southington, Vernon, Willington, and Windsor.

Administrative/Invoicing:

- J Processed BETA and CHA consultant invoices/Work Orders
- J Received signed administration funding request letter from CTDOT
- J Populating a project tracking worksheet
- J Preparing documentation for 2022 Solicitation (for review and approval).

Consultant Coordination:

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

Complete Streets Planning/Micro-mobility:

- J Assisted with selection of scooter corral parking locations and stencil design.
- J Attended scooter-share update calls on August 4 and 18.
- J Reviewed responses to CRCOG's Bike Share Feasibility Study Update RFP. Interviewed responding firm(s) on August 18.
- J CRCOG staff began planning the annual bike ped count in September. Staff is currently in the process of reaching out to potential volunteers.

Task 3c: System Management and Operations

Safety Management

- J Continue to maintain Safety Performance Measures webpage and ADA Self Evaluation and Transition Plans webpage on CRCOG website.
- J Attended the Vision Zero Council - Inaugural Meeting on Aug. 19.

Traffic Incident Management (TIM)

- J Completed final review of TIM field guide mockup and sent to vendor with authorization to begin production.
- J Prepared agenda and conduct TIM Coalition Meeting.
- J Participated in multiple meetings/webinars.

Operations Planning

- J Participated in August 5 UConn T2 Traffic Signal Circuit Rider Advisory Committee Meeting.

Task 3d: Freight Planning

Training and Coordination with Others

- J Remained available to work with CTDOT and the MAP Forum to coordinate CRCOG freight planning efforts with statewide and multi-state freight planning.

Task 3e: Livability and Sustainable Communities

Brownfields

- J Primary staff for CRCOG's brownfields program retired August 6. Prior to departure, staff coordinated transition of brownfield program projects, invoicing, and reporting.
- J Onboard new program manager for brownfields, starting August 30.
- J Staff coordinated contract extensions with three licensed environmental profession (LEP) firms, legal firm, and financial firm.
- J (RLF, subgrant) Continued coordination with Town of Berlin for site at 889 Farmington Avenue, specifically regarding new EPA terms and conditions.
- J (RLF, subgrant) Continued coordination with Town of Somers at site of Somersville Mill, specifically regarding documentation backup for requested reimbursement.
- J (RLF, loan) Received and began review of loan documents for remediation of Silver Lane Plaza, East Hartford.
- J Prepared invoice for LEP consultant for Somersville Mill project.

Task 4: Technical Assistance and Project Development

Technical Assistance to Towns and Stakeholders

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

Technical & Administrative Support on Corridor Studies & Special Projects

- J Held coordination meeting with study team regarding CRCOG's Transit Priority Corridors and East Coast Greenway studies on August 5.
- J Responded to public inquiry related to development on Route 229.

- J Route 5 Corridor Study, East Windsor
 - o Continued work on administering the project, including coordination call and processing invoice.
 - o Reviewed and provided feedback on the draft recommendation plan.

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

Title VI

- J 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.
- J No complaints of Title VI discrimination were received this month and there are no ongoing complaints under review.
- J A representative from the Connecticut Coalition for Environmental and Economic Justice (CCEEJ) is on the CRCOG Transportation Committee as a voting member.
- J An EJ and LEP analysis was completed for the Farmington Area Connectivity Study.

Public Participation

(Note: Public participation activities specific to other tasks and studies are also listed in the relevant section of this report.)

- J Coordinated with Communications Manager to include transportation items in newsletter and social media posts.
- J Attended New England States Virtual Public Involvement (VPI) Workshop on August 3 and 10.
- J Continued to keep the website up to date.
- J Reviewed RFP for website update.

Task 6: Capitol Region Roundabout Screening

- J VHB submitted a revised fee proposal. It was reviewed and accepted by CRCOG
- J CRCOG submitted the revised fee to CTDOT for review, along with a revised Scope of Work that included minor revisions. CTDOT approved the Scope and fee.
- J CRCOG prepared a draft consultant agreement between CRCOG and VHB and received CTDOT's approval of the draft agreement.
- J CRCOG submitted the agreement to VHB for signature.

Task 7: Transit Priority Corridors Study

- J Processed two consultant invoices.
- J Held regular check-in calls with the consultant team.
- J Participated in virtual public meetings on August 4 and 5.
- J Attended corridors tour and alternatives development workshop on August 24.

Task 8: Routes 190 and 220 Traffic Impact Study, Enfield

- J Held check-in call with Town on August 2 and discussed draft market study report.
- J Sent comments on market study to consultant on August 2.
- J Held check-in call with consultant on August 10. Discussed next steps, particularly regarding visual preference survey.
- J Consultant and CTDOT coordinated on existing traffic volumes and setting up discussion regarding 2045 volume projections.
- J Received approval from FHWA on contract amendments and approval of justification for project extension on August 10.
- J Received final market study report on August 18.
- J Staff coordinating with Town on visual preference survey to begin next month.

Task 9: Farmington Area Connectivity Study

- J CTDOT approved the Scope of Work for SLR
- J CRCOG staff requested a fee proposal from SLR and CRCOG staff prepared manhour estimates for use in fee negotiations.
- J CRCOG received a fee proposal package from SLR. CRCOG reviewed the proposal documents and requested revisions to the fee proposal. SLR revised their fee proposal and resubmitted. The revised fee proposal was reviewed and accepted by CRCOG staff. and submitted to CTDOT for approval.
- J A revised Direct Charge Request was discussed with CTDOT and prepared for approval by CTDOT and FHWA.

Task 10: TOD Roles, Visioning, Viability, and Tools Analysis

- J Coordinated with CTDOT to get approval of the Qualifications Based Selection process.
- J Coordinated with the selected consultant to get required documentation and began the fee negotiations process.

Task 11: East Coast Greenway Gap Closure Study

- J Received approved direct charge request from CTDOT.
- J Held internal "kick off" meeting for CRCOG staff August 12.
- J Staff sent draft RFQ and scope to Towns/City of Bloomfield, Hartford, and East Hartford, and the East Coast Greenway Alliance for review on August 23.

Task 12: Route 20 Corridor Study, Windsor Locks

- J Sent draft RFQ and legal notice for review and approval to CTDOT and received approval to publish.
- J Coordinated with the town regarding RFQ and RFQ/consultant interview panel.
- J Published RFQ legal notice on August 26.

Task 14: CDC Active Transportation Planning

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

- J Submitted monthly report to the Department of Public Health.
- J Attended check-in meetings for the Hartford BRIC project on August 11.
- J Attended consultant check-in meetings on August 9 and 23.
- J Held final call for CT Trail Finder on August 4, and a call on future funding opportunities on August 10.
- J Attended "kick-off" meeting for Meriden Parklet project on August 3 and another meeting on August 24.
- J Attended scoping meeting for Groton project on August 5.
- J Attended check-in meetings for the New Haven BRIC project on August 11 and 25.
- J Attended check-in meeting for Killingly project on August 12.
- J Attended a check-in meeting on the Stamford Parklet Guide on August 16 and 30.
- J Conducted in-person surveys in Norwich on August 3 to assess painted bumpouts on Central Ave.