

MEMORANDUM

DATE: April 27, 2022
TO: CRCOG Policy Board and Alternates
FROM: Matt Hart, Executive Director
SUBJECT: CRCOG March 2022 Monthly Report

Here are the highlights from the March 2022 CRCOG monthly report. If you have questions or suggestions, please do not hesitate to contact me (mhart@crcog.org). The full monthly report will follow below on [Page 4](#).

Executive Director Report

Thank you all for attending today's meeting! I would like to bring the following items to your attention:

- *Annual Meeting.* We are very pleased to announce that we will hold our Annual Meeting on June 15, 2022 "in person" at the Farmington Gardens. Dr. Mohamad Alkadry, the Director of UConn's School of Public Policy, will be our guest speaker. Dr. Alkadry will discuss the big issues that we are facing in local government, including workforce development, recruitment, and retention in light of the record number of retirements facing state and local government (aka the "silver tsunami"). The meeting will run from 12-2PM; please see register by May 31 so that we have an accurate headcount. We hope to see you there!
- *CRCOG meetings* – I have spoken with our Chair, and next month we plan to resume hybrid Policy Board meetings here in our boardroom. Members can attend in person (light lunch provided) or via zoom. We are asking our individual committees to determine if they wish to meet in person, in a hybrid format, or virtually (assuming the General Assembly permits this past April 30). We will need to conduct hybrid meetings in the CRCOG boardroom; I would like to thank our staff team for investing in the technology we need to effectively run these meetings.
- *Municipal Needs Survey.* On behalf of the Municipal Services Committee, staff recently issued a Municipal Needs Survey to help determine critical staffing and program needs and where there might be opportunities for additional service sharing. The results of the survey will also inform our applications to the state's Regional Performance Incentive Program (RPIP) due later this summer. **Please make sure that your municipality responds to the survey by May 6.** Also, if you have an interest in service sharing, please participate in the Municipal Committee Meetings chaired by Peter Souza. We have a great group of CEO's, assistant CEO's and others, but we would like to see greater participation across our membership. This committee provides and excellent forum to develop and move good ideas forward. My thanks to

the committee members, Robyn Nichols, and Pauline Yoder for their work on the survey to date.

- *Major projects.* I am getting up to speed on a variety of major projects we have underway, including the East Coast Greenway, our website upgrade, and the Comprehensive Economic Development Strategy (CEDS) update. I have also been very involved in our waste management initiative, which is an item on today's agenda.
- *FY 2022/23 CRCOG Budget.* We will present CRCOG's Proposed FY 2022/23 Budget to the Executive Committee and Policy Board next month. I believe that you will find the budget to be a reasonable and forward thinking spending plan designed to execute and deliver our key programs and services.
- *Outreach.* I am continuing my outreach efforts and plan to remain engaged in this activity for the foreseeable future. I realize that most of you are still involved in your local budget process, and it can be difficult to schedule another meeting at this point. I will look to meet with you post budget. I am making good progress meeting with other stakeholders, including CTDOT and iQuilt, and am participating in Leadership Greater Hartford's Executive Orientation Program. In addition, I am involved at the national level with the National Association of Regional Councils (NARC) and the National Association of Development Organizations (NADO).

Please review the rest of this report at your convenience and contact me with any questions.

Municipal Services Committee Highlights:

- Bids for Police Ammunition, Swimming Pool Chemicals, and Bituminous Class 1, 2, and Curb Mix closed on March 17th. Bid results are available <https://crcog.org/bids/>.
- DEI Training – contract between CRCOG and Daniel Penn Associates has been fully executed.
- Solid Waste RFP - After timely receiving three (3) submissions in response to CRCOG's RFP for Solid Waste Consulting Services, CRCOG's Evaluation Committee, comprised of CRCOG staff and municipal experts in solid waste, public works and facilities management, reviewed and scored the Proposals. Professional references for each finalist were contacted in writing and/or via telephone.
- Over 300 applications were received for potential FEMA matchmaking assistance and DECD and FEMA will be reviewing those applications in the coming weeks.
- CRCOG is finalizing the sub-contract with DECD for the Long-Term Recovery EDA contract

Planning: Transportation Committee Highlights:

- Staff updated the Transportation Committee on the Safe Streets and Roads for All (SS4A) Grant Program, Municipal Grant Program for Elderly/Disabled Transportation, and LOTCIP Quarterly Report.
- Transportation Committee approved a LOTCIP scope modification and funding increase request for a project in Vernon.
- Transportation Committee reviewed draft Staff project rankings and selections for the 2022 LOTCIP solicitation. It is anticipated that recommended project rankings and selections will be brought to Policy Board for action in May.

Public Safety and Homeland Security Highlights:

- Work on the FY 19 SHSGP is underway. All open grants include funds for training/exercise, contractual support, and sustainment/maintenance of equipment. There are also set asides for the Hartford Bomb Squad, Capitol Region HAZMAT team, and Metropolitan Medical Response System. Our region was allocated an additional \$60,000 which has been split between the training and sustainment line items. This grant was extended through February 2023.
- CRCOG staff continues to work with Tetra Tech on an After-Action Review of the region's response during the Covid pandemic. An electronic survey for all stakeholders was distributed and focus group sessions are underway.
- Staff was awarded a NACCHO Respond, Innovate, Sustain, and Equip (RISE) grant for the CRMRC Unit in the amount of \$75,000.
- A quarterly meeting of the Capitol Region PK-12 Emergency Planning Committee was held. Updates were provided by the Commission on Women, Children, Seniors, Equity & Opportunity regarding bills that are being proposed during this session and by Amery Bernhardt, Director of the new Connecticut Center for School Safety and Crisis Preparation.

Administration and Finance Highlights:

- Finalized CRCOG's Shared Services Guide, its executive summary, and CRCOG's as a Metropolitan Planning organization fact sheet for new Executive Committee and Policy board members. Aaliyah has hard copies of these documents.
- **Website redesign:** CRCOG had a Kick-Off Meeting with BBG&G on February 2, 2022, to launch the project, including a discussion of initial expectations, phases of design and development, and next steps. CRCOG will look at a proposed wireframe for the website and has put an ask out for regional photos and b-roll. The meeting on March 3, 2022, focused on on-site mapping, review of CRCOG analytics, and photo and video content.
- CRCOG's Auditor, Clifton Larson Allen, presented the annual audit review to the Personnel/Finance Committee which was accepted by the Committee.
- CRCOG's COO received direction from Personnel/Finance Committee regarding cost-of-living adjustment recommendations for the FY 2022-2023 budget.

The complete CRCOG Monthly Report for February 2022 can be found beginning on [page 4](#).

CRCOG March 2022 Monthly Report

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 - Bolton
 - Coventry
 - Rocky Hill
 - South Windsor
 - West Hartford
 - Windsor
- CRCOG's Auditor, Clifton Larson Allen (CLA) presented the annual audit review to the Personnel/Finance Committee which was accepted by the Committee.
- CRCOG's COO received direction from Personnel/Finance Committee regarding cost-of-living adjustment recommendations for the FY 2022-2023 budget.

Municipal Services Committee Updates

The **Municipal Services Committee** met on March 15th. CRCOG's Diversity, Equity, and Inclusion Consultant, Daniel Penn Associates, presented to the Committee. **The next MSC meeting is scheduled for April 19th.**

CRPC Bid Activities

March Activities:

- Bids for Police Ammunition, Swimming Pool Chemicals, and Bituminous Class 1, 2, and Curb Mix closed on March 17th. Bid results are available <https://crcog.org/bids/>.
- DEI Training – contract between CRCOG and Daniel Penn Associates has been fully executed.

Municipalities interested in participating in DEI training services should contact Kim Bona at kbona@crcog.org for a side letter agreement.

Upcoming Activities:

CRPC will begin collecting quantities for Treated Road Salt (TRS) towards the end of April. The TRS bid will be issued in June.

Energy Consortium

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

Cybersecurity

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

CRCOG Staff are exploring options for hosting a Cyber Security tabletop exercise for the DEMHS Region 3.

CRCOG IT/GIS Coordinator attended the CT Cyber Security Meeting on Monday March 28th, 2022.

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

Regional Assessment

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

CRCOG JOB Portal

- CRCOG's Job Portal Pilot has been live for two (2) months and continues to sign up new users through the site:
<https://crcog.webauthor.com/modules/portal/default.cfm>
- CRCOG and NOVUS Insight, LLC will be hosting workshops with current Pilot users to gain insight into their experience with the Job Portal. Robyn will be reaching out with sign-up dates and times over the next few weeks.
- Any member municipalities and/or users are welcome to join. Please contact Robyn Nichols at rnichols@crcog.org for additional information

CRCOG HR Portal Interview Panel Database

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

The FY'2021-2022 CT Municipal Salary Survey: please visit ctmunicipaldata.org for more information and to access the salary survey.

CRCOG met with CCM and NOVUS regarding potential changes/improvements to the salary survey.

Electronic Document Management Services (EDMS)

CRCOG has been working with our third-party reseller and member municipalities to migrate land use and human resource data from the current platform, OnBase. CRCOG currently contracts for professional services to provide electronic document management services (EDMS) to Bolton, South Windsor and Norwalk, which services are set to expire in August of 2022.

Regional Geographic Information System (GIS)

- Installation of CAMA data processors and annual parcel and CAMA data collection continues.
- CRCOG Staff and consultant have upgraded ArcGIS Enterprise to the current version and have installed ArcGIS Portal. Additional configuration and training set to begin.
- CRCOG Principal IT/GIS Planner, Erik Snowden was appointed to the state GIS Advisory Council. The first meeting was held on March 31st
- CRCOG will hold a second meeting of the Capitol Regional GIS Group. The goal of this group is to assess municipal needs and interests and to guide the direction of GIS endeavors in the region as well as to provide a roundtable to discuss geospatial issues and opportunities for collaboration. The group decided to meet after two months to coincide with the CT OPM annual parcel and CAMA data collection. The group plans to meet quarterly in the future.

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

Solid Waste Management/Textile/Recycling

- Solid Waste RFP - After timely receiving three (3) submissions in response to CRCOG's RFP for Solid Waste Consulting Services, CRCOG's Evaluation Committee, comprised of CRCOG staff and municipal experts in solid waste, public works and facilities management, reviewed and scored the Proposals. Professional references for each finalist were contacted in writing and/or via telephone. An objective set of the same questions was asked of each reference, with responses provided to the Evaluation Committee for consideration. Virtual Interviews have been scheduled for April 18th and April 22nd, 2022. Interviews consist of a 25-minute visual presentation and a 20-minute Q&A session. The Evaluation Committee shall present its findings and final decision to the Policy Board for approval following the completion of this process.
- Get paid to recycle your old shoes? Whether your town has 5,000 residents or 50,000 residents, BayState Recycling will tailor a program to work with you to recycle your unwanted textiles (yes, this includes shoes, too). Not only do you keep these items out of the solid waste stream and help the environment, but your town gets paid. Towns interested in Municipal Textile and Recycling Services and/or Textile Recycling Program virtual presentations, please contact Robyn Nichols at rnichols@crcog.org to coordinate with Bay State Textiles, Inc.
- Food Waste RFI - CRCOG Staff is drafting an RFI for organic food waste this Spring and seeks input from any municipalities or those interested in serving as an Evaluator. Kindly contact Robyn Nichols at rnichols@crcog.org.
- Bottle Bill - DEEP announced the beverage container recycling grant program (a.k.a. **Bottle Bill**) to support the establishment of beverage container redemption centers in urban centers and environmental justice communities. Applications for Fiscal Year 2021/2022 will be accepted on a rolling basis

from January 1, 2022 to May 30, 2022. Beverage Container Recycling grant funds may be requested up to a maximum of \$150,000 per redemption center per fiscal year. Please send all correspondence and applications via email in PDF formant to DEEP.RecyclingProgram@ct.gov. Additional information, including the grant Narrative and Application, may be found at: <https://portal.ct.gov/DEEP/Reduce-Reuse-Recycle/Bottles/Beverage-Container-Recycling-Grant-Program>

Long-Term Regional Recovery Steering Committee (RRSC)

Over 300 applications were received for potential FEMA matchmaking assistance and DECD and FEMA will be reviewing those applications in the coming weeks.

CRCOG is finalizing the sub-contract with DECD for the Long-Term Recovery EDA contract.

Crumbling Foundations

RFVQ's for crumbling foundation services will be issued biannually going forward. Current submissions for the first half of 2022 are being accepted and will close on June 30th.

Proposals from 2021 Q4 have been evaluated. The following companies have been added to CRCOG's qualified vendor list: Conlon Engineering, Loureiro Engineering Associates, Sunset Valley Construction, and Fengah, LLC.

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

With the **Crumbling Foundations Testing Program**, to date, 3,340 applications have been received. 3,048 applications had been paid. A total of 2,689 unique addresses have been reimbursed through this program.

On-Going Programs and Services

Job Order Contracting

Hosting and IT Services – Interested Municipalities can contact Robyn Nichols via rnichols@crcog.org to sign a Side Letter Agreement

HR Consulting Group

Class and Compensation Studies

Training (including Sexual Harassment and Diversity)

General HR Needs

VoIP Project - Interested Municipalities can contact Robyn Nichols via rnichols@crcog.org to sign a Side Letter Agreement

Fiberoptics Installation Services

OpenGov Update - CRCOG Staff met with OpenGov to discuss "regionalization" projects, budgeting software and additional services and is amending the Master Services Agreement (MSA) to incorporate all contract amendments and addendums

COG Regional Election Monitor (currently recruiting for an REM)

Human Services Coordinating Council

Coordination with other COGs – CRPC, Online Permitting

Kim Bona and Robyn Nichols met with NVCOG to discuss CRPC and online permitting process, including CRPC Bidding and Online Permitting. If your municipality has any questions about the Capital Region Purchasing Council, Online Permitting or would like information about a service or program offered by CRCOG, you may visit the CRPC webpage for continuing updates at <https://crocog.org/capitol-region-purchasing-council/> or contact CRCOG at www.crocog.org.

Public Safety and Homeland Security Updates

CRCOG Homeland Security & Grant Initiatives

Work on the FY 19 SHSGP is well underway. 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. Our region was allocated an additional \$60,000 in funds which has been split between the training and sustainment line items. This grant was just recently extended through February of 2023.

CRCOG sent several members of our Incident Management Team to the All-Hazards Incident Management Teams Association Symposium held this month.

ESF-11 Animal Response has a cache of animal crates and cages that communities will pick up in early April.

CRCOG staff continues to work with Tetra Tech on an After-Action Review of the region's response during the Covid pandemic. An electronic survey for all stakeholders was distributed and responses were reviewed. Focus group sessions have begun.

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

COVID-19 Support Activities

The Regional Emergency Support Plan was initially activated on March 18th, 2020, and the Regional Coordination Center opened. Now on monitoring status. Coordination is being done by the ESF-5 (Emergency Management) and ESF-8 (Public Health and Medical Services) duty officers.

We are utilizing our Regional Distribution Site in West Hartford on an as needed basis. Millions of pieces of PPE were distributed. When activated, 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 to assist health departments and hospitals with hundreds of CR-MRC members volunteering their time in both medical and non-medical roles.

Other Highlights

Staff completed a NACCHO Respond, Innovate, Sustain, and Equip (RISE) grant application for the Capitol Region Medical Reserve Corps Unit in the amount of \$75,000.

A quarterly meeting of the Capitol Region PK-12 Emergency Planning Committee was held. Updates were provided by the Commission on Women, Children, Seniors, Equity & Opportunity regarding the bills that are being proposed during this session regarding school safety and by Amery Bernhardt, Director of the new Connecticut Center for School Safety and Crisis Preparation.

Staff participated in the initial planning meeting for the annual Law Enforcement Day at Camp Courant. Staff is assisting the TSA with their Detect and Resolve (DARE) exercise program. A CRCOPA committee was formed to evaluate the current RAFS (Regional Access Frequency System). CRCOG staff attended training sessions with Everbridge to enhance and update our current alerting system. Staff attended the quarterly meeting of the Capitol Region HAZMAT Team Steering Committee. One of the HAZMAT truck/trailers was transferred from Simsbury to UConn.

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. Many assisted this week with the distribution of the covid test kits.

Public Safety staff participated in a CRI Lead meeting, a meeting convened by DEMHS with the fiduciary leads in all 5 regions, CTCMA meeting, DESPP Advisory Council, Region 3 Cybersecurity meeting, an MRC funding meeting with DPH, traffic incident management meetings, and held a meeting with new ESF-2 Communications personnel to review equipment needs and procedures.

Working with the Department of Public Health to act as the fiduciary agent for local public health emergency preparedness funds. We have submitted our 24/7 coverage forms, MCM Action Plan and Multi-Year Training and Exercise Plans. CRCOG just submitted the second quarter programmatic and financial reports for BP3. DPH has issued a contract addendum based on some definition changes. We continue to have monthly ESF-8 meetings and bi-weekly meetings with the local Public Health Directors.

Transportation and Planning Updates

Management of the Planning Process

- Attended CRCOG Staff Meeting on March 11.
- Released posting for Regional Planning Intern for Summer 2022.
- Received and reviewed applications for a UConn Public Policy/Public Administration intern for school year 2022-23.
- Held quarterly internal Project Management meeting on March 31.

Data Inventory, GIS & Forecasting

- Met with CTDOT and transit operators to review 2022 Safety Performance Targets on March 18.
- Staff obtained NPMRDS data for 2021 and have made initial computations for the level of travel time reliability (LOTTR). R scripts for calculations are being revised to facilitate a different strategy of computation that will incorporate greater use of databases for storage instead of relying on individual machines having large data files on hand.
- Staff have begun looking at Python scripting options for preserving the LiDAR data workflow as well as making them more easily sharable internally.
- CRCOG staff have begun discussions with TDM Consultant on how to update relevant socio-economic data in the travel demand model.
- Attended a meeting with representatives of Urban Footprint (a scenario planning software provider) to discuss potential extension of CRCOG's service agreement.
- Began assessing base land use data in Urban Footprint as part of Enfield Routes 190 and 220 Traffic Impact Study (see Task 8 for more information).
- CRCOG staff installed CommunityViz plug-in into ArcGIS. Staff met with Cambridge Systematics on March 11 and 15 where Cambridge gave a walkthrough of the CommunityViz software. CRCOG staff is currently learning the functionality of the software.

Planning and Policy Development

Staff Support to CRCOG Committees

- **Transportation Committee**
 - The Transportation Committee held a meeting on March 21. Agenda items included the adoption of the February 14 meeting minutes, and staff reports on 60 Seconds for Safety: Training Opportunities, State Legislative Session: Transportation-Related LOTCIP Solicitation Project Proposals, and the Trail Fund. Actions items included TIP Amendments, LOTCIP Funding Increase / Scope Modification Request on Avon Old Farms Road – North South Section.
- **Policy Board**
 - The Policy Board held a meeting on March 23. Planning staff attended and reported on the Transportation Committee and planning department activities.

Coordination

- Coordinated with State and Federal representatives as needed.
- Attended CTDOT's COG Coordination meeting on March 1.
- Continued participation in MAP Forum.
- Held MPO coordination meeting with PVPC on March 2.
- Held MPO/COG coordination meeting with Hartford TMA MPO/COGs.
- Attended IIJA focused Legislative Breakfast featuring the Connecticut's Congressional Delegation.

Staff Training and Development

- Attended FHWA's webinar, "Local Aid Support Presents Dynamic Warning System and Bicycle Safety" on March 17.
- Staff attended a Python scripting language course.

Transit Planning

Transit Planning and Policy Assistance

- Participated in Customer Service interview for development of CTDOT's Customer Experience Action Plan on March 16.
- Coordinated with CTDOT regarding bus stop enhancement program.
- Met with CTDOT and transit operators to discuss CY 2022 Transit Safety Performance Targets on March 18.
- Attended the March 2 Berlin Transit-Oriented Communities Walk Audit Workshop put on by Desegregate CT.

Coordinated Plan of Human Services Transportation

- Received initial notice from CTDOT regarding this year's Municipal Grant Program and began staff efforts related to municipal outreach.

Project Selection and Programming

Transportation Improvement Program

- TIP amendment this month included Farmington – Culvert Replacement & Drainage Improvements CT 167, Ellington – Intersection Improvements at Burbank Road CT 140, Ellington – Intersection Realignment & Increase Horizontal Curves – CT 140, District 1 – Replace Traffic Control Signals at Various Locations and East Hartford – Rehab Bridges 05685 & 05686 over I-84.

Project Programming and Advancement

- Coordinated with CTDOT and municipalities on study selection under the 2021 Corridor Study Solicitation.

LOTICIP Efforts this month included:

- Attended a COG/quarterly meeting (LOTICIP section) on March 1.
- Reviewed 23 LOTICIP projects from 19 municipalities from LOTICIP Solicitation for approx. \$42M for eligibility throughout the month of March.
- Completed rating and ranking process for LOTICIP Solicitation Projects.
- Continue to facilitate advancement of CRCOG approved LOTICIP projects to CTDOT.
- Coordinated with municipalities and CTDOT regarding projects and/or application, design advancement, design review, and revised cost estimate.

Complete Streets Planning

Micromobility

- Planned for and held a meeting of the CRCOG Bike Ped Subcommittee.
- CRCOG and the City of Hartford held a meeting with Populus on March 16. Populus gave a more detailed walkthrough of their dashboard that had initially been presented to CRCOG and the City of Hartford during the February meeting. The data dashboard software which includes the ability to show scooter trips, a live location updates of scooters, assess origin/destination, and various other dashboard tools.
- Held a progress meeting with Towns and CTDOT on March 28.

Bike Ped Count

- CRCOG recently finished collecting bike ped count and audit forms from volunteers from its annual bike ped count in September. CRCOG staff presented the findings of the Bike Ped Count to members of the Bike Ped Subcommittee at the meeting on March 8.

System Management and Operations

Safety Management

- Presented "60 Seconds for Safety" at the March Transportation Committee meeting to promote UConnT2 Center training sessions for speed management and using digital speed feedback sign data.
- Attended the CT Vision Zero Council Meeting on March 22.
- Submitted CRCOG resolutions to the Connecticut General Assembly 2022 session, in support for CTDOT highway safety proposals, 1) to prohibit open alcohol beverage containers in passenger vehicles, and 2) to allow variable speed limits on limited access highways.

Traffic Incident Management (TIM)

- Conducted discussion with vendor on TIM pocket guide mobile application and funding requirements on March 2.
- Worked on Unified Response Manual (URM) Update document for region.
- Worked on RAISE Grant crash analysis for New Britain and Plainville.
- Worked on Crash Analysis for Route 66 in Marlborough.
- Attended the following meetings and webinars:
 - Greater Hartford TIM Coalition Meeting on March 16
 - Complete Streets Strategies: Road Reconfiguration on March 16
 - Road to Zero Annual Meeting on March 17
 - TIM Struck-by Data Gathering Process and System Rollout.

Freight Planning

- Attended MAP Forum Multi-State Freight Working Group Meeting.

Livability and Sustainable Communities

Interagency and Interdisciplinary Collaboration and Coordination.

- Attended the February 8 meeting of the Connecticut Greenways Council.

Brownfields

- Attended the Asylum Hill Neighborhood Association Meeting to discuss CRCOG's Brownfields Programs on March 7.
- Attended the New Britain SoilSHOP Planning meeting on March 9 and 24.
- Attended the EOA Multipurpose, Assessment, RLF and Cleanup (MARC) Grant listening session on March 10.
- Attended the EPA Revolving Loan Fund (RLF) Grant listening session.
- Met with the Asylum Hill Neighborhood Association Economic Development Committee to discuss a parcel they are interested in revitalizing.
- Sent out information to the CRCOG Brownfields Steering Committee regarding the Department of Economic and Community Development's (DECD) Office of Brownfield Remediation and Development (OBRD) regarding grant programs for Municipal Assessments and Area-Wide Revitalization Planning on March 17.

- Sent the finalized Revolving Loan Fund (RLF) Loan Agreement document to the approved applicant East Hartford Venture, LLC on March 18.
- Communicated with Licensed Environmental Professionals (LEP).
- Met with CRCOG Executive Director to review CRCOG Brownfields programs and how they might impact Asset Limited, Income Constrained, Employed (ALICE) populations on March 21.
- Attended DEEP Remediation Roundtable on March 22.

Technical Assistance and Project Development

Technical Assistance to Towns and Stakeholders

- Zoning Reviews
 - In March, staff received seventeen (17) referrals and reviewed and commented on eleven (11).
- Technical Assistance to Towns:
 - Held a meeting with Town of Bolton officials to continue discussions regarding improvement alternatives to the I-384 & US 44 & Route 6 interchange on March 29
 - Started reviewing traffic and safety data to address a request from the Town of Marlborough to investigate traffic congestion and safety problems along Route 66 in the area of the town center
 - Coordinated with the Town of Newington and CTDOT on a request from the town to change the functional class of a road
 - Held a meeting with Windsor Locks on March 3 to discuss options for moving forward with their Main Street Improvement LOTCIP project
 - Met with staff from the Town of Canton on March 24 to discuss and draft responses to questions CTDOT had regarding their Corridor Study proposal
 - Met with Town of Bolton officials on March 24 regarding refinement of their LOTCIP project application
 - Met with Town of Avon officials on March 16 regarding potential changes to their LOTCIP project impacting cost and scope.
- Grant Opportunities:
 - Coordinated with CTDOT on a potential RAISE grant application
 - Began updating materials from CRCOG's 2018 BUILD grant application for the Gap Closure Project in Plainville and New Britain
 - Held coordination meeting with City of Hartford on March 23 related to the City's RAISE grant application

Agencies

- CT Bike Ped Advisory Board: Attended meeting on March 25.
- Water Utility Coordinating Committee: Attended meeting on February 16.

Technical and Administrative Support on Corridor Studies and Special Projects

- Greater Hartford Mobility Study
 - Held an introductory meeting with the study team leadership and CRCOG's new Executive Director on March 2.
 - Held coordination meeting with study team on March 9.
 - Coordinated with study team on presentation to West End Civic Association on March 16.
- Route 5 Corridor Study, East Windsor

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.
- A representative from the Connecticut Coalition for Environmental and Economic Justice (CCEEJ) is on the CRCOG Transportation Committee as a voting member.
- Coordinated with Communications Manager to include transportation items in newsletter and social media posts.
- Continued to keep the website up to date and worked with consultant on full website update/redesign.
- Responded to media inquiry related to bus and rail ridership.

Capitol Region Roundabout Screening

- Held progress meetings with VHB on March 4 and 18. The screening methodology was discussed at both meetings. CRCOG staff reviewed and provided written comments on the draft screening methodology.

Transit Priority Corridors Study

- Held regular check-in calls with the consultant team and monthly check-in call with CTDOT.
- Conducted in-person outreach events at major bus stops on March 16.
- Participated in Working Group meeting on March 17.
- Presented study update at the following neighborhood meetings:
 - Asylum Hill on March 7, Sheldon/Charter Oak on March 14, and West End Civic Association on March 16.

Routes 190 and 220 Traffic Impact Study, Enfield

- Held a call with Urban Footprint team on scenario planning efforts for Enfield on March 7.
- Held pre-meeting with consultant, Progress Meeting #3 with CTDOT, Town of Enfield, and Enfield Square Mall property owners, and subsequent debrief meeting with consultant and Town on March 14.
- Held a call with consultant to discuss schedule on March 16, and followed up with Town.
- Received the draft narratives for the three potential development alternatives and have begun to review.

Farmington Area Connectivity Study

- Reviewed recent Travel Demand Model results with Average Daily Traffic projections from prior modeling, done several years ago.
- CRCOG staff responded to an FHWA Division Office request for the Report of Meeting with the National Park Service.
- Staff members conducted a site visit of the study area on morning and early afternoon of March 7.
- The monthly consultant invoice and progress report were reviewed and approved.

TOD Roles, Visioning, Viability, and Tools Analysis

- Held consultant check-in calls on March 10 and March 23.
- Consultants continued collecting and analyzing data for the market analysis.
- Held meeting with Hartford on March 9 to discuss site selection, pipelines of projects, and potential developer interviews.
- Held a meeting with multiple towns to discuss roles and responsibilities: Newington on March 3; Berlin on March 2; New Britain on March 7; Windsor on March 7; West Hartford on March 8.

East Coast Greenway Gap Closure Study

- CRCOG staff met internally to refine different aspects of the scope and met with FHI Studio on March 10 to work towards finalizing the scope.
- CRCOG staff attended a Multimodal Meetup in East Hartford, presented by BiCiCo and East Coast Greenway Alliance on March 23.

Route 20 Corridor Study, Windsor Locks

- Sent documents to revise and refine scope of work to the selected firm. Waiting to hear back on updated fees for the project.
- Researched on existing broadband infrastructure and the process of expanding broadband in the study area.

Comprehensive Economic Development Strategy

- Executed two contracts for the CARES Act grant from EDA/DECD.
- Attended the municipal and regional partners meeting held by AdvanceCT.
- Met with United Way to discuss a potential EDA grant application on March 8.
- Met with selected consultants to discuss a CARES Act-funded project to host webinars for small businesses on March 11.
- Worked on a grant application for an action plan related to the United Way's Asset Limited, Income Constrained, and Employed (ALICE) report. The action plan would focus on poverty alleviation and getting people into family living wage jobs.
- Met with the consultants selected for the Disaster Recovery Coordinator project on March 21 for a kickoff meeting.
- Met with the consultants selected for the Digital Transition Technical Assistance project on March 22 for a kickoff meeting.
- Attended the "Organizing Anti-bias Data and Research" webinar on March 23.

CDC Active Transportation Planning

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

- Submitted monthly report to DPH.
- Reviewed draft plans for a temporary curb extension and "parklet" in Meriden.
- Continued to refine designs for a demonstration project in Groton.
- Scheduled two workshops with New London: April 5 and April 19. The former is for staff and the latter is for the public.
- Worked on and submitted the year 5 budget.
- Worked on and submitted a report for year 2 of the BRIC grant.
- Attended a webinar on March 23 on federal funding opportunities for BRIC grant recipients.