

# WEEKLY MANAGEMENT REPORT

Jeff Bridges, Town Manager

July 08, 2016

## TOWN MANAGER:



## Wethersfield Town Hall Summer Hours

June 13, 2016 – August 26, 2016

Monday, Tuesday, Wednesday 8:00 am – 4:30 pm

Thursday 8:00 am – 6:00 pm

Friday 8:00 am – 1:00 pm

### High School Renovation Project

Pictures of the Wethersfield High School renovation can be found on the Board of Education's website ([www.wethersfield.k12.ct.us](http://www.wethersfield.k12.ct.us)). To access, click on **Wethersfield High School Renovation Project**, then click on **School Construction**. This link will bring you to the Renovation Facebook page.

### Prescription Discount Cards

PROACT mailed the CCM / Town of Wethersfield Prescription Drug discount card to all residents of the Town. Information regarding this program and prescription cards are available at Town Hall.

### A. UPCOMING EVENTS:

- **Saturday, July 9, 2016 11:00 am: “19<sup>th</sup> Century Base Ball Game”.** – Red Onion Base Ball Club will be playing the game by the rules of 1864. Wethersfield Red Onion vs. Thames BBC at Cove Park.
- **Tuesday, July 12, 2016 6:30 pm: “Keeney Coolers Summer Concert Series.”** – *Number Nine* band will perform on the front lawn of Keeney Memorial Cultural Center. Free outdoor concert. Attendees are welcome to bring food and drink to enjoy. Visit [www.wethersfieldhistory.org](http://www.wethersfieldhistory.org) for more information.
- **Thursdays, 3:00 – 6:00 pm May 12 – Mid October: “Wethersfield Farmers Market.”** – 40+ vendors offering organic produce, specialty food, ready-to-eat meals, Fair Trade Organic coffee, pasture-raised poultry/pork/beef, cheeses, honey, Italian ice, freshly made doughnuts, meat pies, quiche, baked goods, fresh cut flower bouquets, jams/jellies, dog/cat treats, natural soaps/lotions, jewelry, crafts, live music and food trucks. Located on the Solomon Welles House lawn, 220 Hartford Avenue. Contact information: 860-578-8650; [www.wfmarket.org](http://www.wfmarket.org); [www.facebook.com/WethersfieldFarmersMarket](http://www.facebook.com/WethersfieldFarmersMarket).
- **Thursday, July 21 & Friday, July 22 at 7:30 pm, Saturday, July 23 at 2:00 pm & 7:30 pm: “Once Upon A Mattress.”** – The Wethersfield Teen Theater presents their 2016 production. Shows are held at Silas Deane Middle School. Tickets: Adults \$10; Seniors and Students \$5 are available at Parks & Recreation office. Visit [www.wethersfieldteentheater.com](http://www.wethersfieldteentheater.com) for more information.

### B. COUNCIL AND BOARD/COMMITTEE DATES:

- **Budget & Finance Committee:** Tuesday, July 12, 2016 @ 6:30 pm

### C. LIAISON MEETINGS:

- **Shade Tree Commission:** Monday, July 11, 2016 Councilor Hemmann
- **Housing Authority:** Monday, July 11, 2016 Councilor Hemmann
- **WHS School Building Committee:** Monday, July 11, 2016 Deputy Mayor Barry
- **Wethersfield Early Childhood Collaborative:** Monday, July 11, 2016
- **Historic District Commission:** Tuesday, July 12, 2016 Councilor Rell
- **Conservation Commission:** Wednesday, July 13, 2016 Councilor Martino
- **Economic Development & Improvement Commission:** Thursday, July 14, 2016 Councilor Spinella

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## D. DEPARTMENT/DIVISION NEWS:

### HUMAN RESOURCES:

You may now subscribe to e-notification to receive email notices of job postings. Go to [wethersfieldct.com/human-resources/](http://wethersfieldct.com/human-resources/) and click on "Sign up to receive job postings".

### TAX COLLECTOR:

- Tax bills were mailed to residents June 27, 2016. Payments may be made beginning July 1, 2016 and are due by Monday, August 1, 2016 to avoid interest.

### LIBRARY

- Sign up for the summer reading program at [www.wethersfieldlibrary.org](http://www.wethersfieldlibrary.org)

### PARKS & RECREATION:

- Town pools are open. Please see the Town website for more details [www.wethersfieldct.gov](http://www.wethersfieldct.gov) or call Parks & Recreation at 860-721-2890.

### SOCIAL & YOUTH SERVICES:

- **The Food Bank and Back to School Supply Program** could use the following donations:  
Food Bank: Peanut Butter, Jelly (plastic jars or plastic squeeze bottles), granola bars, breakfast bars, canned pasta, mac & cheese, fresh fruits, cereal, fruit snacks, peanut butter cracker or cheese crackers.

School Supplies: 3 subject notebooks, filler paper, 1 ½ - 3" ring Binders, 3x5 ruled index cards, highlighters, 3x3 Post-It Notes, erasable markers, pencil boxes, subject dividers, pocket subject folders. All donations can be dropped off at Social & Youth Services in Town Hall.

## E. PROJECT UPDATES:

### ENGINEERING

- **Putnam Bridge Trail Connections:** DOT is designing bike trail connections in Wethersfield and Glastonbury.
- **CRCOG Bus Shelter Replacement Project:** Contractor is expected to begin construction later this year.
- **CT DOT Traffic Signal Improvements at Wolcott Hill Rd & Wells Rd and Maple St & Mill St Intersections:** Construction has commenced and DOT anticipates completing improvements this fall.
- **LED Streetlights:** Staff is reviewing three firms for light purchase and LED conversion.
- **Wayfinding signs:** Replacement of signs at town buildings and completion of welcome signs is anticipated later this year.
- **Dam inspections:** GZA GeoEnvironmental has been contracted to review and inspect nine town-owned dams per Ct DEEP requirements. A project kick-off meeting with staff and the consultant is scheduled for mid-July.
- **MDC Project on Byrd Rd, Somerset St and Chamberlain Roads:** Milling and paving complete. Clean up and installation of curbing and aprons is ongoing.
- **Reservoir Estates Subdivision:** Staff held a preconstruction meeting with the developer and contractor this week. Construction is expected to start in early July pending receipt of required documentation from developer.
- **Middletown Ave Safety Improvements:** Staff submitted an application to CRCOG for construction funding through the CTDOT 2016 Local Road Accident Reduction Program. The project area is located at the south end of Middletown Ave near the Rocky Hill town line and requires safety improvements such as reconstruction of the road and eastern embankment, drainage improvements and installation of guide rail. The application is currently under review.

### Summer/Fall Paving - Scheduled to begin August 2016

<u>STREET</u>	<u>FROM</u>	<u>TO</u>	<u>TYPE OF CONSTRUCTION</u>
Drummer Lane	Ivy Lane	End	Mill & Overlay
Ivy La	Cedar St	Wells Rd	Mill & Overlay
Crest St	Ridge Rd	Cedar St	Mill & Overlay
Round Hill Rd	Cedar St	Goff Rd	Mill & Overlay

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Deer Ledge La	Highland St	End	Mill & Overlay
Trivet La	Wells Rd	End	Mill & Overlay
Clearfield Rd	Wolcott Hill Rd	Ridge Rd	Mill & Overlay
Sherburne Rd	Bermuda Rd	Wells Rd	Mill & Overlay
Bermuda Rd	End	End	Mill & Overlay
Hillsdale Ave	Park Ave	End	Mill & Overlay

## PHYSICAL SERVICES

### Tree Division

- Pruned Katsura tree for sidewalk clearance and structure.
- Pruned cherry over Eagle Drive for deadwood and broken/hanging branches.
- Reduced pine encroachment of town trees over Yacht Club parking area.
- Removed 7 pines from 36 Sunset Blvd due to root damage from paving.

### Parks

- Field maintenance for all-star games, softball leagues and other sports.
- Grounds maintenance at Town buildings including by hand tree watering for newly planted trees.
- Event set ups and moved items as requested by Town staff

### Highway

- Basin repairs.
- Filling potholes and repairing curbs.
- Hauled brush.

### Mechanics

- Maintenance on fire apparatus & wiring police vehicles.
- Routine maintenance on Town fleet and repairs to equipment used by Parks.

### Trades

- Responded to calls regarding HVAC, minor plumbing needs, painting of doors and doorframes within Town Hall.

## WETHERSFIELD HIGH SCHOOL RENOVATION PROJECT

Week Activities – 7/11/16 – 7/16/16

### Site work

- Setting CB tops and miscellaneous grading.
- Excavate for student entrance canopy.
- Placing concrete walks at student entrance near loading area screen wall.
- Preparation for sidewalks in various areas.
- Paving the tennis courts.

### Area A – Pool & Gym

- Cleaning the upper structure of pool area and start painting.
- Install pool basement fire protection.

### Area B – Public Entrance & Green Room/Toilet Rooms

- Floor prep/tiling/Arriscraft in Corridor 34 (West of the columns).
- Floor prep/tiling/Arriscraft in Corridor 34 (East of the columns to Corridor 34).
- Art room demolition to start 7/11/16.
- Installing Marlite in Corridor 32.

### Area C – Old Gym A

- Window replacement. Remove and install.

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- MEP rough.
- Create door opening in NW corner.
- Patch drywall in Corridor 35.

## Area D – 100 Art

- Painting drywall and upper structure.
- Install skylight steel frames.
- Complete change out of the roof.
- Remove exterior doors and infill/modify openings.

## Area D – 100 CADD/Toilet Rooms

- Install missing door frames.
- Install ceilings in CADD and Photo.
- Paintings walls and start millwork.
- Install toilet partitions.

## Area D – Tech Ed

- Clean Demo completion.
- Layout for RTU spread footings.
- Under slab plumbing.
- Start miscellaneous CMU.

## Area D – Student Entrance

- Prepare/place slab.
- Masonry piers.
- Frame walls at pop up and roof parapets.
- Install storefront.
- Excavate and place canopy foundations.

## Area E – Stair 4

- Window removal.
- Steel framing (SOD @ 300/500)

## Area F – East 500

- Complete clean demolition (locker bases and CMU walls at toilet rooms).
- MEP layout and rough.
- Wall layout begins.
- Complete wood blocking and start window replacement.

## Area F – East 300

- Remove containments.
- Complete clean demolition (locker bases and CMU walls at toilet rooms).
- MEP layout and rough.
- Wall layout begins.
- Window removal.

## Area F – East 100

- Abatement completing.

## Area G

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- Masonry column wrap CMU/Brick/Precast.
- Abate plaster on MDF room. West wall.

## Area H – Stair 1

- Complete safety railings.
- Install drop ceiling grid.

## Stair 2

- Install new railings and raise existing railings.
- Spray Fireproofing.
- Masonry window opening modifications to start.

## Stair 3

- Abatement to complete.
- Modify existing railings.

## Roof

- Rip/Install D Roof. Complete 7/11/16.
  - Rip/Install F Roof. Begin 7/12/16; Complete 7/14/16.
  - Install main entrance canopy roof. 7/18/16.
  - Install student entrance. 7/19/16.
- 

F. **CHAMBER OF COMMERCE:** [www.wethersfieldchamber.com](http://www.wethersfieldchamber.com)

G. **CCM:** 2015 Legislative Agenda

<http://advocacy.ccm-ct.org/Resources.ashx?id=dd744142-4339-48e5-beab-cf134d021b0d>

H. **CRCOG:** [www.crcog.org](http://www.crcog.org)

I. **MIRA:** [www.ctmira.org](http://www.ctmira.org) (Formerly CRRA - [www.crra.org](http://www.crra.org))

J. **CRT:** **CRT 2014 Annual Report** [www.crtct.org/en/news/publications](http://www.crtct.org/en/news/publications)

K. **COUNCIL OF SMALL TOWNS:** [www.ctcost.org](http://www.ctcost.org)

L. **ATTACHMENTS:**

- **Building Department** – *Monthly Report – June 2016*
- **Town Clerk** – *Monthly Report – June 2016*
- **Social & Youth Services** – *Summer Programs*
- **Therapeutic Recreation and WACPD** - *Annual Picnic Flyer*
- **Central Connecticut Health District** – *Adopted Budget*
- **Chamber of Commerce** – *Upcoming Events Flyer*
- **CRCOG** – *Monthly Report – June 2016*

## June 2016 Building Dept Report

<b>Permit</b>	<b>Qty</b>	<b>Valuation</b>	<b>Fees</b>
Building Commercial	11	182,931	3,302
Building Residential	102	1,047,323	19,409
Building Municipal	1	1,500	1
Electrical	67	356,017	6,910
Plumbing	20	31,829	840
Heating	18	107,458	2,059
<b>Total</b>	<b>219</b>	<b>\$1,727,058</b>	<b>\$32,521</b>

From July 1, 2015 to June 30, 2016,  
we have the following:

	<b>Valuation</b>	<b>Fees</b>
<b>Building Permits</b>	14,845,100	259,751
<b>Electrical Permits</b>	3,395,975	64,204
<b>Plumbing Permits</b>	801,805	17,654
<b>Mechanical Permits</b>	2,819,880	53,105
<b>Total</b>	<b>\$21,862,760</b>	<b>\$394,714</b>
<b>Total No of Permits</b>		<b>2,433</b>

**MONTHLY REPORT  
TOWN CLERK'S OFFICE  
JUNE 2016**

	<u>June 2016</u>	<u>June 2015</u>
Documents Recorded	351	429
Town Conveyance Tax Collected	29,964.00	34,961.92
Trade Name Certificates Issued	4	8
Registration of Property Being Foreclosed Filed	12	7
Marriage Licenses Issued	6	10
Sporting Licenses Issued	33	29
Dog Licenses Issued	1368	1333
Town Council Meetings Attended & Minutes Prepared	2	3
Documents Notarized	37	31
Copy Revenue Collected (Land & Certified Vitals)	3,840.00	3,633.00
<b>Total Revenue Collected:</b>	<b>\$ 171,067.49</b>	<b>199,850.18</b>
<b>Town Portion</b>	<b>\$ 49,896.50</b>	<b>57,377.42</b>
<b>State Portion</b>	<b>\$ 121,170.99</b>	<b>142,472.76</b>

**Noteworthy Activities/Information –**

**June is the month for Dog Licensing every year according to CGS. This year we licensed 1368 dogs. Starting July 1, a penalty of \$1 per month is added for each month the dog goes unlicensed. Animal Control Deb Monde continues to find dogs not licensed and sends out letters.**

**We do not have a primary in Town this August for the upcoming election. The State Election for November 8, 2016 is gearing up and running with some candidates having to collect names and file petitions. We may have 3 registrars of voters running this year.**

## **Town of Wethersfield Social & Youth Services Summer Programs**

- **Camp Fund:** Applications are accepted on a first come first serve basis. There is a limit of \$200 per child or 1 camp session (whichever is of lesser value)
- **Pool Pass:** Applications are first come first serve, must bring proof of residency and income at time of application.
- **School Supplies & Backpacks:** Applications are accepted mid-June to early August if you need assistance. We will also be accepting donations of school supplies during this time also.
- **Food Bank:** Social & Youth Services has a Food Bank open to Wethersfield Residents please call us at 860-721-2977 to set up an appointment.
- **Mobile Foodshare:** Every other Wednesday from 9-9:30am at 55 Lancaster Rd. Free and open to anyone, just bring your own bags. They bring fresh fruits and vegetables

### **Summer Meal Programs for Kids**

- **Wethersfield Housing Authority:** Summer lunches for children who live in Wethersfield Housing only **starting June 20<sup>th</sup> - August 19<sup>th</sup>**. Lunch is from 11:30 to 12:30
- **CREC Discovery Academy, 176 Cumberland Ave. Wethersfield:** Any Wethersfield School age children can get free lunch here from 12-12:30 **starting June 29<sup>th</sup> to July 27<sup>th</sup> Monday through Friday**. Please call Social & Youth Services to register at 860-721-2977.
- **Weekend Youth Meal Program:** If you have children in your home and are experiencing some financial hardship please contact Social & Youth Services about our new Weekend Youth Meal Program. A caregiver would be responsible for picking up a bag of food every Thursday or Friday. These bags would be filled with breakfast, lunch, dinner and snacks for the kids to eat on the weekends.

**For Additional Information or applications for any of these programs please contact Social & Youth Services at 860-721-2977**

# **SUMMER CELEBRATION!!**

**Monday, July 25, 6-7:30pm**

**Pitkin Community Center  
30 Greenfield St, Banquet Room**

## **STUDIO 2:**

## **BEATLES TRIBUTE BAND!**

**Come enjoy a special evening of classic Rock'n Roll with the best Beatles tribute band in New England! Come re-live the 60s!**



**Reservations required—call Lisa at 721-2979.**

**NO tickets sold at the door. BYOsnacks!**

**Admission: Adults-\$5; Kids under 10-Free.**

The Central CT Health District (CCHD) is the local health department serving the towns of Berlin, Newington, Rocky Hill and Wethersfield with a population of almost 98,000 people.

The CCHD Board of Health is pleased to present our adopted Fiscal Year 2016-2017 budget. This budget reflects the following:

- A 0.07% increase in total population to 97,835, which will impact the amount of state and federal grant monies received.
- An increase in the per capita membership fee charged to the towns from \$5.11 to \$5.25 (a 2.74% increase).
- Decreased funding for the CT DPH Per Capita Grant.
- Increased funding for Asthma Prevention Grant and the Preventative Health Block Grant.
- An increase in permit and licensing fees.
- The following grants are included to fund Health Programs: Preventative Health Block Grant and the Emergency Preparedness Grant. These grants allow us to offer a wide variety of educational programs and services.
- Maintenance of employee health insurance costs through a high-deductible/health savings account plan.
- Estimated revenues from approximately 2,600 influenza and 60 pneumonia immunizations.
- Cost for lease of office space in 5 municipal office locations is unchanged.
- Contribution to the Retirement Trust Fund of \$20,000 for a balance of \$100,000 to meet contractual obligation.

Please contact me should you have any questions or need any additional information regarding this proposed budget or any other program or service.

Thank you for your support.

Sincerely,

Charles K. Brown, Jr., M.P.H.  
Secretary/Treasurer of the Board  
Director of Health



## Adopted Budget Fiscal Year 2016-2017

### BOARD OF DIRECTORS

Ray Jarema, Berlin	Lia Safalow, Rocky Hill
Carolyn Wysocki, Berlin	Judith Sartucci, Chair, Rocky Hill
Patricia Checko, Vice-Chair, Berlin	Marti Stiglich, Rocky Hill
Jerilyn Nagel, Newington	Angela Colantonio, Wethersfield
Michele Sadlosky, Newington	Ann Marie Diloretto, Wethersfield
Vacancy, Newington	Deborah Henault, Wethersfield
Vacancy, Newington	Charles K. Brown, Jr., Secretary/Treasurer

CENTRAL OFFICE  
505 Silas Deane Highway, Wethersfield, CT 06109  
Phone (860) 721-2822 Fax (860) 721-2823  
[www.ccthd.org](http://www.ccthd.org)

## Central Connecticut Health District

	2015-2016 Adopted Budget	2015-2016 Projected Actuals	2016-2017 Adopted Budget
<u>EXPENDITURES</u>			
Personnel Expenses	876,472	808,239	916,312
Operating Expenses	103,059	111,696	92,795
Health Programs	110,828	105,110	88,477
<b>TOTAL EXPENDITURES</b>	<b>1,090,359</b>	<b>1,025,045</b>	<b>1,097,584</b>
<u>INCOME</u>			
Town of Berlin Assessment	105,215	105,215	108,203
Town of Newington Assessment	157,163	157,163	161,096
Town of Rocky Hill Assessment	101,766	101,766	105,494
Town of Wethersfield Assessment	135,466	135,466	138,842
State Per Capita Grant	180,876	171,678	161,824
State Lead Grant	8,000	7,000	7,000
Preventative Health & Health Services Block Grant	12,949	23,647	23,647
Public Health Preparedness Grant	71,177	71,177	71,177
Other Grants (Dental, Asthma)	34,238	45,660	42,000
Permits and Fees	157,500	163,466	175,000
Flu/Pneumonia Income	115,577	95,000	95,000
Program Income	1,200	1,000	1,000
Interest Income	800	800	800
Employee Health Insurance Premium Sharing	8,432	6,502	6,502
Operating Reserve Fund Balance Transfer (to) / from	0	(60,495)	0
<b>TOTAL INCOME</b>	<b>1,090,359</b>	<b>1,025,045</b>	<b>1,097,584</b>



## Johnson Brunetti's

Weekly Economic Update!



[Housing, Manufacturing and Brexit, updates](#)  
[July 5, 2017](#)  
[From Joel Johnson, CFP, CEO](#)

If you received this from a friend, and want to receive these emails weekly, please sign up here!

[Join Our Mailing List!](#)

### [Wethersfield Historical Society's](#)

#### **Free Outdoor Keeney Koolers Summer Concert Series**

This year's free outdoor concerts will be held on Tuesday evenings July 12, 19 and 26 at 6:30 pm on the front lawn of the Keeney Memorial Cultural Center, 200 Main Street. Bring a lawn chair or blanket and food and drink to enjoy. In the event of rain, the concert will be held in the Keeney



### **Cornfest News!**

**Save the Date, September 17,  
10am-5pm**

***Be a part of the fun!***

**Chamber Businesses, Food Vendors, Crafters,  
PTO's & Non- Profits, 2 Stages of Entertainment,  
Inflatables Area,  
Free Ident-a-Kid program**

**[2016 Vendor Application](#)**

### ~~~~~ **Wethersfield Historical Society's - "Keeney Kids" Summer History Program** ~~~~~



Children entering grades 1 through 8 will learn by doing that history is fun! "Keeney Kids" will explore Wethersfield and Connecticut history through historical activities, tours, stories and games at the Wethersfield Museum in the Keeney Memorial Cultural Center, 200 Main Street, Wethersfield and surrounding historic sites.

**Ballroom.**

**July 12 - Number  
Nine - Beatles music  
July 19 - The Argiro  
Quintet - jazz  
July 26 - Latanya  
Farrell - soul, blues,  
jazz and dance  
classics**

Programs begin at 8:30 am and conclude at 1:00 pm each day. Program dates are Monday, August 1 through Friday August 5, 2016. For more information, visit [www.wethersfieldhistory.org](http://www.wethersfieldhistory.org) call 860-529-7161 or email Allison.Golomb@wethersfieldhistory.org.

**Date:** July 5, 2016  
**To:** CRCOG Policy Board  
**From:** Lyle Wray, Executive Director  
**Subject:** **CRCOG Monthly Report for the Month of June 2016**

Opportunity to Serve on the International Business Council. The Metro Hartford Alliance is seeking municipal representation on the International Business Council. Details on the Council may be found at this link: <https://www.metrohartford.com/economic-development/international-business-center> . This would involve participating in discussions on how to attract direct foreign investment based on targeted countries in the capital region. The next meeting is August 17, 2016. If you was a town CEO or CAO have an interest, please contact Rebecca Nolan, Vice President, Business Development, at 1.860.525.4451, ext. 280, or email her at [rnolan@metrohartford.com](mailto:rnolan@metrohartford.com).

Here is the CRCOG monthly report for June 2016. As always, if you have suggestions, questions, or comments on this monthly report please give me a call at 860-522-2217, extension 232, or email me at [lwray@crcog.org](mailto:lwray@crcog.org).

### **Administration and Finance Highlights, Winsome Barnaby**

- Met with Jayhon and Jen March-Wackers to discuss required processing of Municipal Services side letters
- Scheduled and attended staff meeting on CRCOG Pension Plan and Deferred Compensation Plan transition from current record keepers to Empower. Change will result in a single platform with no change in current investment options and lower fees.
- Review General Liability Insurance Policy with AFSV representative
- Reviewed Fraud Risk Assessment Strategy with Lyle and Linda Savitsky, consultant contracted to conduct Fraud Risk Assessment.
- Met with Cara Radzins and Jennifer Carrier to discuss TOD contract approval, billings and payments.

### **Administration Special Projects Highlights, Pauline Yoder**

#### GIS

- The acquisition phase of the spring 2016 Statewide Aerial GIS Data Project is complete. Pilot areas have been selected and data processing continues.

- CRCOG GIS Staff are near completion of the selection process for 3rd Party QA/QC Services for the Spring Flight.
- CRCOG GIS staff is working with federal and state agencies, the University of CT, and CT utilities to further leverage the Spring flight to provide additional statewide data layers.
- CRCOG GIS staff has completed collection of updated parcel and assessors' data from our member municipalities for update of the regional parcel database and Regional Web GIS. Data is being processed for upload to the regional GIS web site.

#### Regional Online Permitting System

- Continued recruitment and support of towns that are using the system.
- 24 municipalities currently use this CRCOG cooperative program.
- Both vendors (Municipity and ViewPoint) continue to have demonstrations and recruitment opportunities.

#### Transportation / MPO Related Activities

- MPO redesignation activities: The new towns will also have to be incorporated into the Long Range Transportation Plan and the Public Participation Plan (along with its associated Title VI and Limited English Proficiency policies). CRCOG has hired a consultant to update the Public Participation Plan (PPP) and is actively working on the update to the PPP.
- Continuing work on Farmington Canal Heritage Trail Gap Closure Study through Plainville and the northern portion of Southington, including a connection to CTfastrak. Consultant continues to develop outreach materials and collect data. Attended an outreach event in Plainville on June 25 to inform local bike advocates of the project.

#### CEDS / Economic Development

- CRCOG applied for a grant from the Economic Development Administration on November 12 to develop a Comprehensive Economic Development Strategy for the 38 town region. This grant application has been put on hold by the Federal EDA, pending the EDA understanding the overall CEDS plan for the whole state of Connecticut. CRCOG is working with OPM to address EDA's concerns.
- CRCOG staff has developed a contingency plan if there is no change in the EDD status for the state (and consequently, no change in CRCOG's grant application status with the EDA. According to the EDA, once Connecticut submits a plan that is acceptable to EDA, CRCOG can resubmit its application without modification.
- Coordinated with staff at OPM and DECD to develop a packet of information explaining the state's regional boundary change process and its impacts on EDDs. OPM has issued documentation to EDA clarifying Connecticut's EDD plans. Waiting on the EDA to confirm the process for moving forward.

- Drafted a letter to OPM and DECD requesting recognition of CRCOG as a Regional Economic Development District. Staff at DECD inform us that this is a necessary first step before proceeding with developing a new CEDS.

Other

- Ongoing work on CCRPA Hazard Mitigation Grant. A completed draft of the CCRPA Hazard Mitigation Plan has been reviewed by DEHMS. FEMA has approved the draft. Working with municipalities to formally adopt the plan at town council meetings. Printed copies of the plans for municipalities and coordinated with four municipalities to secure adoption of the plan.
- Continued on-going RPIP Grant activities, reporting, funding requests and follow-up, and assisting in project decision making when needed.
- Received information that the governor awarded CRCOG's RPIP grant application for Anchor Institutions Engagement Implementation. 7 were originally submitted.

CRCOG's website redesign is ongoing with content migration currently in progress. All templates have been finalized. 50% of the content has been migrated. Currently developing guidelines for content management and organization of the website.

**Municipal Services Highlights, Jennifer March-Wackers**

**Municipal Services Committee**

The Municipal Services Committee did not meet in June.

**MUNICIPAL SERVICE SHARING**

**Nutmeg Network Demonstration Projects**

**Nutmeg Network Hosting Services Project (\$105,748)**

Final cost models were developed and communicated to the towns. Software is now fully implemented in the CRCOG Data Center. Final deployments are continuing.

**Nutmeg Network VoIP Project (\$95,200)**

Barkhamsted, Hebron, Windsor Locks and Simsbury are now connected. Somers installation is expected to continue through July 2016 due to delays with make-ready pole attachment work by the local telephone carrier.

**Nutmeg Network Streaming Video Project (\$101,000)**

Video equipment has been installed in five of the six pilot municipalities CRCOG will defray up to \$1,000 per pilot town of equipment costs with grant funds. CRCOG used grant funding to pay for the core software system to be installed on servers in the CRCOG Data Center.

### **Nutmeg Network Electronic Document Management Project (\$603,500)**

The RFP response deadline was May 13, 2016. The responses are currently under review by CRCOG staff and participating pilot towns.

### **Nutmeg Network Human Resources Portal (\$405,750)**

CRCOG staff worked with CCAT to: 1) finalize changes/improvements to the salary survey tool to prepare for pilot town testing in late June; 2) formally outline desired reporting functionality (i.e., employ a simple report “wizard” and provide the choice to save reports as PDFs or export the data to Excel, benchmark against abutting communities, self-created peer groups, similarly-sized communities and those with the same form of government, and run reports containing HR information as well as more general municipal data); and 3) prepare for uploading historical data from CCM and other municipal data sources in order to pre-populate elements of the 2016 salary survey.

Drafted an MOU between CRCOG and CCM to formalize a partnership between the agencies for the joint development of the on-line salary survey tool.

Finalized the master list of 20 model job descriptions based on pilot town input. Pullman and Comley forwarded draft deliverables (including the 20 model job descriptions, employee handbook and baseline research for the development of several HR checklists) in advance of their June 24th deadline. Both CRCOG staff and the pilot towns will review the documents and will provide comments through mid-July.

Continue to research software solutions to help inform functional requirements for group consensus building.

### **OPM Regional Performance Incentive Grants**

#### *OPM Regional Performance Incentive Grants 2015*

CRCOG submitted applications for seven RPIP grants (totaling \$2.045 million) in the 2015 round and the governor recently announced that CRCOG received the Anchor Institution and Neighborhood Engagement in TOD grant – Implementation of Next Steps (\$200,000). CRCOG is awaiting further information from OPM regarding the grant.

Other grants CRCOG applied for and did not receive are as follows:

1. Regional Computer Forensics Laboratory (\$150,000)
2. Economic Development Grant for the Towns of Bolton, Coventry, Mansfield and Tolland (\$160,000)
3. Regional Service Management (CRM) System (\$285,000)
4. Code Enforcement Software (\$450,000)
5. Call Handling and Response Triage (\$150,000)
6. Stop Loss Insurance (\$650,000)

#### *OPM Regional Performance Incentive Grants 2014*

Statewide OrthoFlight (\$2,175,125) – The acquisition phase of the Spring 2016 Statewide Aerial GIS Data Project is complete. Pilot areas have been selected and

data processing continues. CRCOG GIS Staff are near completion of the selection process for 3rd Party QA/QC Services for the Spring Flight. CRCOG GIS staff is working with federal and state agencies, the University of CT, and CT utilities to further leverage the Spring flight to provide additional statewide data layers. CRCOG GIS staff has completed collection of updated parcel and assessors' data from our member municipalities for update of the regional parcel database and Regional Web GIS. Data is being processed for upload to the regional GIS web site.

#### OPM Regional Performance Incentive Grants 2011

CAPTAIN 4G. (\$400,000) Work in full progress on this project.

#### **Solid Waste Management**

Continued administrative support for Central CT Solid Waste Authority. A Textiles Recycling contract is available to any interested municipality with a \$100 per ton rebate. CCSWA continues to monitor the Resource Rediscovery RFP by DEEP.

#### **Human Resources Initiative**

Attention is focused on the HR Portal project at this time. Once the project goals and objectives are established, the remainder of tasks that CRCOG wants to achieve outside of the grant will fall under the CRCOG HR Initiative.

#### **Human Services Coordinating Council**

The next meeting will focus on the topic of mental health and substance abuse treatment. Continue to reach out to social services professionals to solicit questions and issues they would like to address on a regional basis.

#### **COG Regional Election Monitoring**

The Regional Election Monitor continues to complete her training. She met with the Hartford County registrars in June. The focus moving forward will be to plan a regional training before the fall election.

### **CONNECTICUT REGIONAL E-GOVERNMENT INITIATIVE**

#### **IT Services Cooperative**

The cooperative consists of CRCOG, CRPC and COST municipalities. They can access two contracts for service at this time (with more to come):

- IT Services assistance from the Connecticut Center for Advanced Technology (CCAT), and
- Fiber Infrastructure from SERTEX.
  - To date, seven towns have completed over \$1 million of infrastructure work through this contract.
  - CRCOG updated the terms of the SERTEX agreement to include fiber maintenance for ANY municipal fiber (built by SERTEX or not). In addition, an annual pricing update will be effective August 18, 2015 for labor and materials.

More information on these cooperative contracts can be found on the CRCOG website at: [www.crcog.org/municipal\\_ser/IT-services.html](http://www.crcog.org/municipal_ser/IT-services.html).

### **Nutmeg Network Connections**

To date, 33 CRCOG towns are connected to the Nutmeg Network with Willington's connection pending. Additional towns are improving their internal infrastructure before connecting to the network or waiting on other factors delaying their adoption.

Towns have received their connection funding from OPM for the Nutmeg Network. They have the choice of using the CRCOG SERTEX agreement ("lease to own"), the CT state contract with FiberTech (lease) or to go to bid on their own.

Alternative funding sources for connections and building out of fiber infrastructure include STEAP and LoCIP which were updated to allow wiring and IT expenses in 2013.

### **Regional Online Permitting System**

Continued recruitment and support of towns that are using the system. 24 municipalities currently use this CRCOG cooperative program. Both vendors (Municipity and ViewPoint) continue to have demonstrations and recruitment opportunities.

## **CAPITOL REGION PURCHASING COUNCIL**

### **e-Procurement System**

CRPC staff is working with BidSync staff to improve tracking of orders that are "piggybacked" off CRPC bids, to better track member bid savings as well as to better capture revenue.

### **eziQC (Indefinite Quantity Construction Program**

As of June 29, 2016, **forty (40)** towns have issued purchase orders totaling over **\$25 million**.

The following towns/entities issued new purchase orders between May 30, 2016 and June 29, 2016: **Cromwell, Danbury**.

The following towns/entities held joint scope meetings this month: **Bloomfield, Branford, Cromwell, Danbury, and Ledyard**.

CRPC staff and representatives from The Gordian Group met with the Town of Mansfield to present an introduction to eziQC.

The Gordian Group has established a timeline for the eziQC Heavy Construction project, the Construction Task Catalog should be available for review by early July.

Continued monitoring of member use of this procurement tool.

## **Energy Programs**

### **Electricity**

Eight CRPC members have submitted their Letters of Commitment for the Electricity reverse auction scheduled for this fall. CRPC staff is now collecting side letters, account numbers, and copies of invoices, and Enernoc will be reviewing this information

### **Natural Gas**

The Natural Gas consortium remains on hiatus as market conditions are not expected to be advantageous for the near future. CRPC staff continues to review the market conditions periodically with EnerNOC.

### **Annual Bids**

CRPC Staff opened bids for Treated Road Salt and Sand for Snow and Ice Control. The latter bid only had one vendor participating. Treated Road Salt had five vendors participating this year, and the bid savings for participating towns totals to \$115,203.40.

CRPC staff has sent out a request for requirements for Snowplow Blades, which are due on July 6, 2016.

CRPC staff met with a number of towns interested in participating in a cooperative procurement for Stormwater Management Planning Services. After discussion, the group asked CRPC staff to proceed with a Request for Information for these services, with the intention that this will lead to a Request for Proposals. CRPC staff has drafted an RFI which is currently with representatives of interested towns for review.

CRPC staff is extremely sad to say goodbye to Municipal Services Director Jennifer March-Wackers, although we wish her luck as she pursues an exciting new opportunity in her home state of Ohio.

## **Policy Development and Planning Highlights, Mary Ellen Kowalewski**

**Sustainable/Livable Communities Work.** CRCOG awarded four Regional Sustainability Awards at its annual meeting to recognize member municipalities for policies, plans, programs and projects from 2015-2016 that help promote a more sustainable Capitol Region. Awardees included: Coventry Lake Advisory and Monitoring Committee (CLAM): 2016 Coventry Lake Management Plan; City of Hartford: 2016 Zone Hartford; Town of Mansfield: Mansfield Tomorrow, Plan of Conservation and Development; and Town of Rocky Hill and Solar City: Ground-Mounted Solar Photovoltaic Generation System. All nominated initiatives will be highlighted on the Green Clearinghouse ([www.greenregionct.org](http://www.greenregionct.org)) to showcase the breadth of important municipal sustainability work across our region.

**Regional Planning Commission (RPC).** The Regional Planning Commission will hold its next meeting in September 2016.

**Municipal Zoning, Subdivision and Plan Referrals.** In June, CRCOG received referrals of sixteen proposed zoning amendments as well as Windsor Locks' and East Granby's proposed Plan of Conservation and Development updates. Staff prepared comments on a number of these referrals for consideration by the Regional Planning Commission. Reviews of the most recently received referrals are ongoing.

**MetroHartford Brownfields Program.** In June, our environmental consultant, Tighe & Bond, finalized the Phase II Environmental Site Assessment report for 150 Windsor Street in Hartford which was funded through a DECD grant. Also during June, the project consultant continued work on the Hazardous Building Materials Assessment for 150 Windsor Street and continued site work for the Phase III environmental assessment of the Gerich Service Station site in Manchester (which is being funded through the EPA Brownfields program). Three Phase I Environmental Site Assessments for 296 Homestead Avenue in Hartford, 20-26 Poquonock Avenue and 109 & 125 Poquonock Avenue in Windsor were finalized and approved by EPA.

**Natural Hazards Mitigation Planning.** In June, CT DEMHS submitted to FEMA CRCOG's application for a Pre-Disaster Mitigation (PDM) grant to update the regional Natural Hazard Mitigation Plan. Also in June, staff discussed with the Connecticut Institute for Resilience and Climate Adaptation (CIRCA) an application for matching grant funding in support of the PDM application. If awarded, the CIRCA support would bring CIRCA's expertise on climate resiliency to the plan update and help offset some of the required contribution CRCOG and local communities need to provide to update the Capitol Region Natural Hazards Mitigation Plan. CRCOG received word on May 20<sup>th</sup> that the Hazard Mitigation Plan for the former Central CT region had been approved by FEMA pending municipal adoption. To date, three of the seven former CCRPA towns have adopted the plan including the following CRCOG towns: Plainville and Southington.

**Transit Oriented Development (TOD) Activities.** This month, staff held a kick-off Meeting with HR&A Advisors, the consultant selected to carry out a Study of Best Practices in Engaging Anchor Institutions and Neighborhoods to Build Corridors of Opportunity. This study will identify national best practices on this topic which may be applicable to the CT **fastrak** corridor. Staff also issued a call for updates to CRCOG's Station Area Progress Report to all CT **fastrak** and CT **rail** Station communities.

**Bicycle and Pedestrian Planning.** CRCOG staff continued to revise the On-Road Bicycle Network Map with updates from municipalities. Staff also finalized the 2015 Bike and Pedestrian Count Report for distribution and consideration at the Bike Ped Committee Meeting held on June 14<sup>th</sup>. In addition, on June 16<sup>th</sup>, staff attended the monthly Hartford Complete Streets Action Team meeting.

CRCOG and its consultant completed the draft final report on the West Hartford Road Diet and Safety Study, worked to respond to municipal comments, and held the final Technical Steering Committee and Public Meeting on June 28<sup>th</sup>.

This month, CRCOG staff finalized a draft Action Plan to Increase Walking and Walkability, a required deliverable of Step it Up! Walkability Action Institute which a CRCOG team attended in April 2016. This plan includes 5 goals and action steps toward encouraging and implementing complete streets improvements in the Capitol Region. CRCOG staff presented this plan at the Bike Ped Committee Meeting and Transportation Committee Meeting this month.

Finally, CRCOG was awarded a \$450,000 OPM Responsible Growth and TOD Grant to advance complete streets in the Capitol Region through conducting a comprehensive inventory of completed and planned infrastructure related to complete streets, identifying key gaps and needs, and developing a regional complete streets policy and action plan.

**CRCOG Foundation.** The Foundation held its third session on Next Generation Economic Development, entitled ***Anchor Institutions, Neighborhood Involvement and the Innovation Economy, on Friday, June 17<sup>th</sup>*** at the Legislative Office Building in Hartford. Nearly 100 attendees turned out for this interactive workshop highlighting national and local best practice examples of anchor engagement/investment and the importance of recognizing these institutions as key engines of economic growth and neighborhood revitalization. Presentation materials, handouts and CT-N's coverage can all be accessed at <http://www.crcog.org/foundation/index.html>. Two additional workshops are already envisioned for late 2016/early 2017, focusing on Industry 4.0 and attracting and retaining millennials.

CRCOG and the Hartford Foundation for Public Giving (HFPG) plan to co-host a combined wrap-up event covering CRCOG's Next Generation Economic Development series and HFPG's Progress Points Forums.

The Foundation Board of Directors held a brief annual meeting prior to the June 17<sup>th</sup> workshop to conduct officer and director elections.

### **Other Activities**

Policy and Planning staff assisted the GC3, the Governors Steering Committee on Climate Change, to advertise the second opportunity for public input on the Connecticut Climate Change Action Plan which is currently being developed. Staff will work with GC3 volunteers in the coming months to prepare for a second public input session at the Hartford Public Library schedule for July 26<sup>th</sup>.

The Director of Policy Planning represented CRCOG at the June 15<sup>th</sup> kick-off meeting of the Central Connecticut Water Utility Coordinating Committee (WUCC). The purpose of this planning process is to maximize efficient and effective development of the state's public water systems and to promote public health, safety and welfare. WUCC members are public water systems and Councils of Governments. The group is charged with completing a planning document for public drinking water supply for their management area.

Policy and Planning staff continued to manage the consultant selection process for the Silver Lane Corridor Study, an East Hartford roadway study to determine multi-modal future alternatives in a high traffic corridor. Short listed firms have been notified of the final results of the selection process. CRCOG staff are currently working with CTDOT to set up an initial scoping meeting prior to entering negotiations with the top rated firm.

In addition, Policy and Planning staff worked to prepare webpage updates to be incorporated into CRCOG's new website.

### **Public Safety and Homeland Security Highlights, Cheryl Assis**

#### **CRCOG Homeland Security & UASI Grant Initiatives.**

Work is underway on the FY 15 funds which include training and exercise, Hartford Bomb Squad equipment, and maintenance of regional equipment. The FY 14 grant will be closed out on July 15<sup>th</sup>.

CRCOG was notified of additional funding from DEMHS from left over State FY 14 funds. Purchases will be made for the regional SWAT teams and Emergency Support Functions 3 (Public Works) and 19 (Functional Needs).

Attended the quarterly meeting of the CPCA Regional Presidents to discuss the CELL/CAP public awareness program.

Various training courses were held.

#### **Other Highlights**

The Public Safety Department welcomed Troy John, an intern from the Goodwin College Homeland Security Program who will be here for eight weeks.

Met with a group of Fire Chiefs and CHIP to explore a regional written testing program.

The Get Ready Capitol Region partnership with the Hartford Marathon Foundation is going well and we have had booths at several of their recent races.

A CAPTAIN 4G user session was held to brainstorm future enhancements to the system and demonstrate the new user interface.

The pilot project to host CT-CHIEF in the CJIS environment is well underway and Wethersfield is the first community to be set up.

Staff is continuing to work on the deliverables for the ebola/infectious disease funding.

CRCOG staff/contractors attended the following: Meetings on body cameras, DEMHS Advisory Council meeting, CRCOPA meeting, Medical Reserve Corps meeting,

HEARTBEAT Project Management meeting, ESF 5 Duty Officer meeting, CT-CHIEF user session, various meetings with CJIS, Anchor Institutions Symposium, CTCMA Annual Meeting, MCV 3 status meeting, UASI Point of Contact conference call, and a Capitol Region Fire Chiefs meeting.

### **Transportation Highlights, Jennifer Carrier**

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

Prepared and participated in the June 20 Special Transportation Committee Meeting (acting as the Policy Board). Topics discussed at the meeting included staff reports on: DEEP MS4 Regulations/Permit; LOTCIP Program Update; STP-Urban/Surface Transportation Block Grant update; CT **fastrak** ridership summary; Traffic Signals project; Capitol Region Complete Streets Initiative; and CRCOG's new meeting location. Topics also included TIP amendments, a resolution authorizing CRCOG to become a Regional Economic Development District, and two resolutions authorizing future contracts for the Route 5 and Silver Lane corridor studies. CTDOT gave a presentation on their experience with video-based traffic counting solutions.

Participated in RPO Coordination meeting at CTDOT on June 14. Topics included 2017 Capital Plan and Earmark Re-Purposing Effort, CTDOT's Online Dashboard for Let's Go CT! Ramp-Up Program, Roundabouts, Regional Safety Plans, and FHWA's Safety Measures Final Rule Requirements for MPOs.

Held Transportation Department coordination meetings on June 10 and June 23.

Held interviews for LOTCIP Senior Program Manager candidates on May 12. Top candidate accepted employment offer and will begin work on July 1, 2016.

#### **FFY 2015-2018 Transportation Improvement Program (TIP)**

Amendments to the TIP were prepared for the Transportation Committee's consideration on June 20. The Transportation Committee acted as the Policy Board this month. TIP actions were routinely processed. CRCOG's website was updated with approved TIP amendments and actions.

Began developing draft website framework for electronically mapping TIP projects using online mapping software.

#### **Transit Related**

Participated in project coordination calls for the Comprehensive Transit Service Analysis and outreach to CTDOT and CT **transit** as needed. Coordinated with the consultant team to continue the Buckland Hills task and coordinated with the CT **fastrak** Expansion team to ensure these efforts aren't duplicative. Reviewed draft Final Report chapters relating route improvement recommendations. Continued compiling stakeholder list for Extra Work effort. Monitored ride check data collection effort, and reviewed initial drafts of Route Profiles for the New Britain and Bristol Divisions.

Produced estimates of parking demand at CT **fastrak** Cedar Street Station. Submitted the estimates to CTDOT for further review.

Coordinated with CT **transit** and the Greater Hartford Transit District (GHTD) to advance projects in the Regional Bus Shelter Program. Met with staff from Wethersfield on June 21 to discuss moving the program forward. Began creating a photo log of bus shelters in the region. Prepared bus shelter materials for a discussion with the City of Hartford on June 29.

Finished the revised scope of work of the transit repository study and transmitted to the consultant for review. Received direct labor cost estimates from the consultant and provided counter-proposal to the consultant.

Coordinated with CTDOT staff to review and rank 5310 applications on June 10.

Attended the Central Connecticut Rail Study Advisory Committee Meeting on June 9 in Bristol and the study's Public Meeting in Berlin on June 15.

Attended NEC Future Stakeholder Meeting in Springfield, MA on June 2.

Prepared and sent a letter in support of PVPC's comments to MassDOT relating to the inclusion of Hartford – Springfield – Worcester – Boston service in the updated Massachusetts Statewide Rail Plan.

Attended a CT **fastrak** Expansion Study Stakeholder Meeting on June 3.

CRCOG staff initiated another quarterly round of updates to the Transit-Oriented Development Progress Reports.

Attended the monthly CT **transit** HNS management meeting with CT DOT on June 21. Topics included budget cuts leading to a possible fare increase however stakeholders will try to avoid this.

### **Sustainable Communities**

CRCOG staff and the consultant worked to address comments received on the Draft West Hartford Road Diet and Safety Study in late April and follow-up comments received in late May. The study team has scheduled the Final Public and Committee Meeting for June 28. Final products will include a final report, a technical appendix, a Summary Poster, a VISSIM Traffic Simulation model from several perspectives on North Main Street and a general appendix for the whole project which includes all comments and public input.

The CRCOG team attended the Step it Up Walkability Action Institute, a program of the National Association of Chronic Disease Directors which took place April 26 – 28 in Atlanta, GA. This month, CRCOG staff worked with the interdisciplinary team and internally at CRCOG to finalize the Action Plan to Increase Walking and Walkability which started developing at the Institute. The Action Plan is a required deliverable of

this grant and includes 3-5 goals and action steps toward encouraging and implementing complete streets improvements in the Capitol Region. CRCOG staff presented the Action Plan to the CRCOG Bike Bed Committee and the CRCOG Transportation Committee, both groups which will have input into the process of implementation as staff work to accomplish action steps.

Continued to revise the On-Road Bicycle Network Map with updates from municipalities.

Staff coordinated and held the June 14 quarterly meeting of the Bike Ped Committee at CRCOG. Topics discussed at the meeting were the new Action Plan to Increase Walking and Walkability, the recently received \$450,000 grant to update the CRCOG Bike Ped Plan as a Complete Streets Plan and the On-Road Bicycle and Pedestrian Map update.

Staff attended and participated in a panel at the June 3 Bike Walk Connecticut Summit. Staff also attended the Walk Audit training conducted by national expert, Mark Fenton which occurred the day before on June 2 in Hartford.

Attended the monthly Complete Streets Action Team meeting on June 16 for the City of Hartford.

Attended June 17 Anchor Institution, Neighborhood Involvement and the Innovation Economy discussion.

Held internal meeting on June 24 to discuss project management for the Complete Streets Action Plan project.

### **Project Funding & Development**

CRCOG staff regularly works with towns and CTDOT staff to advance projects funded through federal and state programs. Efforts this month included:

- Coordination with CTDOT staff to discuss various projects as they relate to schedule and costs.
- Participated in June 6 meeting with DOT Financial Services and Local Roads Unit staff to discuss STP-Urban funding and programming including a number of TIP actions and amendments recently transmitted to CRCOG for approval.
- Reviewed, completed, and transmitted on June 9 four (4) LOTCIP applications to CTDOT from the towns of Hebron, Windsor Locks, Simsbury/Bloomfield, and Rocky Hill.
- At Windsor Locks request, participated in June 13 meeting with Windsor Locks staff and a local developer to discuss funding and project options along Route 75 near Route 20, including the potential for the improvements to also improve access to developable area lands.
- On June 17, transmitted descriptions of major outstanding application data needs to municipalities for with selected projects from the 2015 LOTCIP Solicitation.
- On June 20, organized and attended a Transportation Subcommittee meeting including CRCOG Transportation and Municipal Services Staff, and the Gordian Group to formulate a plan for the expansion of ezIQC contracting services into “heavy” public works/roadway reconstruction type projects.

- Organized and participated in a LOTCIP On-Board Review meeting for the following project:
  - June 23: Preliminary Design Review for Buckland Sidewalks, S. Windsor
- On June 21, transmitted five (5) preliminary LOTCIP applications to DOT for selected projects with significant impact to State roadways. Requested DOT review of the proposed projects prior to making major data requests to towns to complete the applications.
- Requested Quarterly Reporting Updates from municipalities for all LOTCIP projects in receipt of a Commitment to Fund letter
- Worked to understand earmark repurposing options with the region and coordinated with the City of Hartford, the town of Enfield, Riverfront Recapture, and DOT on options.
- Attended June 29 coordination meeting as it relates to Windsor Locks projects and the Hartford Line station in downtown.
- Met with City of Hartford Planning & Zoning Chairman and City staff on June 29 to discuss regional big picture initiatives

### **Interstate 84 Viaduct**

Attended a Public Advisory Committee meeting and the Bike, Pedestrian and Transit Working Group on June 14. Attended CTDOT – City – CRCOG coordination meeting on June 23.

Attended a meeting on June 10 at CTDOT with the consultant of I-84 Hartford Project to review the proposed CRCOG travel model updates.

### **Transportation Safety and Improvements Study: Farmington and Hartford**

Held bi-weekly update calls with consultant and processed first project invoice.

### **Next Gen CT Pathways to UConn: Eastern Gateways Study**

Held bi-weekly update calls with consultant. Coordinated with consultant regarding CRCOG's preparation of the transit existing conditions memo. Provided GIS data to the consultant team. Worked with the consultant to schedule additional public outreach events and stakeholder meetings. Submitted first draft of transit existing conditions report to the consultant. Attended stakeholder interviews with Bolton (June 1), Mansfield (June 1), Coventry (June 2), Windham (June 9), and UConn (June 14). Attended a public outreach event in Coventry on June 25.

### **Plainville-Southington Farmington Canal Heritage Trail Gap Closure Study**

Coordinated with stakeholders on outreach efforts. Coordinated with project Steering Committee on the project logo and vision statement. Held project coordination meeting on June 16. Consultant is working on data collection efforts, scheduling public engagement meetings, and scheduling field work for the project. Created draft outreach materials and distributed to local bike advocates at an event on June 25.

### **Route 5 in East Windsor Corridor Study**

Staff and representatives of the Town of East Windsor conducted interviews and summarized the selection process for CTDOT.

### **Silver Lane in East Hartford Corridor Study**

Staff and representatives of the Town of East Hartford conducted interviews and summarized the selection process for CTDOT.

### **Safety Planning**

Attended a Safety Circuit Rider Advisory Committee meeting on June 2.

Met with Tony Lorenzetti, the Safety Circuit Rider, on June 10 and other CRCOG staff to discuss FHWA guidance on flexibility in design standards and using resources such as NACTO publications.

Attended a training on June 15 hosted by the Technology Transfer Center called ADA Self Evaluation and Transition Plans.

Participated in June 20 teleconference with the Technology Transfer center and safety stakeholders as it relates to potential sign replacement pilot projects and safety education.

Attended a Traffic Records Coordinating Committee meeting on June 21.

CRCOG staff are monitoring the selection and scheduling of Road Safety Audits being conducted by CTDOT in various communities across the state. Staff have identified a priority list of locations which are pertinent to existing or upcoming CRCOG Corridor Studies and other transportation initiatives. Staff have begun reaching out to towns to express interest in these audits. Should the towns wish, staff may attend some of these audits as they occur in the coming months.

### **Freight**

Remained available to assist CTDOT with the Statewide Freight Plan as needed.

Attended Center of Excellence for Sustainable Urban Freight Systems “Off-Hour Delivery Pilots Part II: The Experience of Bogota, Colombia” webinar on June 15.

### **GIS / Information Technology**

Pilot areas have been identified and data processing continues. Vendor interviews were held for the QA/QC of the flight and selection is close at hand. IT/GIS Coordinator presented on the Spring 2016 flight at the CT Association of Assessing Officers on June 22.

### **Public Participation, Title VI, EJ and LEP**

Held bi-weekly update calls with consultant relating to the update for the Public Participation Plan. Coordinated with consultant to arrange stakeholder interviews and gather stakeholder input.

### **Congestion Management Process (CMP)**

Continued working on the current CMP document update.

### **Other**

Continued Route 6 Land Transfer coordination between representatives from CTDOT, DEEP, and the towns of Andover, Bolton, and Coventry.

Continued working on a project proposal for a regional traffic signal pilot program.

Continued migration of Transportation Department web content to new CRCOG website.

Participated in June 9 Technology Transfer Center Advisory Committee meeting.

Attended FHWA "Transportation System Management and Operations (TSM&O) - "What does it mean for Planners?" webinar on June 16.

Transmitted CRCOG letter to the Connecticut Commission on Human Rights and Opportunities detailing concerns regarding current SBE/MBE set-aside implementation policies, and suggested revisions to policy moving forward.

Prepared for and attended June 8 CRCOG annual meeting.

Attended June 23 working group meeting in Springfield, Massachusetts as it relates to alternatives for replacing their highway viaduct.

Researched utility concerns and previous legislation as it relates to emergency response and poles within the right-of-way.

### **Executive Director Report, Lyle Wray**

On Wednesday June 1 attended the WUCC Organizational Session at CT DOT on a drinking water plan for the state to be done this year. Worked on CRCOG annual meeting script.

On Thursday June 2 met with staff planning the Anchor Institutions for Economic Development seminar at the LOB. Attended a briefing session on the city of Hartford budget held at the Hartford central library. Met the new city budget director.

On Friday June 3 attended and participated in the Knowledge Corridor annual meeting at the Bradley Sheraton on higher education in the region.

On Monday June 6 participated in the National Civic League nominations committee conference call for new board members. Participated in the NCL program committee conference call.

On Tuesday June 7 finalized annual meeting agenda and drafted a Metro Hartford/Capital Region paper.

On Wednesday June 8 helped staff the CRCOG Annual meeting at the Boathouse in Glastonbury with UConn President Susan Herbst as the keynote speaker.

On Thursday June 9 attended the CT Employment and Training Commission meeting at CT DOL. Participated in the Community Indicator Consortium board conference call.

On Friday June 10 participated in a webinar on Results Minneapolis. Met with Tom Gaffey of MIRA on possible rental of the Trash Museum boardroom.

On Monday June 13 had a staff meeting on a contracting issue. Met on CRCOG pension plan administration update. Participated in a transit advocates conference call.

On Tuesday June 14 had a call on rail service issues with a former state legislator. Met at the Metro Hartford Alliance on the future of the Brainerd airport in Hartford.

On Wednesday June 15 participated in the iQuilt board of corporators meeting. Staffed a metro Hartford futures discussion in the CRCOG boardroom.

On Thursday June 16 met on CRCOG internal policies update. Participated in a NARC panel preparation call on broadband for towns in CT.

On Friday June 17 helped staff the CRCOG and CRCOG Foundation new economic development seminar on anchor institutions. Participated in a kick off meeting with anchor institutions and CTFastrak at CRCOG. The CRCOG managed flyover for GIS for the state got media attention:

<http://www.hartfordbusiness.com/article/20160616/NEWS01/160619962>

On Sunday June 18 and Monday June 19 attended the All-America Cities award program and the National Civic League Board meeting. New Britain was one of 10 cities in the US that was awarded an All-America City award.

On Tuesday June 20 participated in a work team on updating the Knowledge Corridor website. Participated in the Knowledge Corridor Steering Committee meeting. There is an event in October with the Mayors of New Britain, Hartford and Springfield.

On Wednesday June 22 participated in the Capital Workforce Partners board of directors meeting. With Winsome Barnaby and our consultant discussed the fraud risk assessment review as recommended in our annual audit. Participated in a conference call on US DOT performance measurement related to systems. Participated in a conference call on incorporating planning into transportation planning put on by Transportation for America.

On Thursday June 23 participated in a 1000 Friends of CT retreat on property tax reform. Participated in a seminar on data based decision making.

On Friday June 24 met with Leadership Greater Hartford staff on management consulting and other issues. Met on transition issues for CRCOG Municipal Services. Participated in a Transportation for America advisory committee conference call.

On Sunday June 26 to Wednesday June 29 attended the National Association of Regional Councils meeting, chaired a session on economic development and presented

on the Nutmeg network and municipal service sharing. Chatted with the director of Envision Utah on regional efforts: <http://www.envisionutah.org/> . They have a budget of a million dollars a year (for 19 years) and a staff of 13. Abby Albrecht is the Chamber policy director who has championed a transit plan and funding approach. The Nutmeg presentation may be found at: <https://1drv.ms/p/s!AsAn5ocd2LKkwnPPXjSqziVSgx67> Salt Lake City now has more rapid transit miles per capital than New York City.

On Thursday June 30 met with local leader of the Campus Compact on anchor institutions issues. Participated in a transit advocates conference call. Met on Metro Hartford/Capital Regions future with Chair.