

WEEKLY MANAGEMENT REPORT

Jeff Bridges, Town Manager

December 9, 2016

TOWN MANAGER:



Eversource To Begin Aerial Inspections across Connecticut

Eversource is conducting aerial inspections of its high-voltage electric equipment and lines in Connecticut. This annual inspection is an important part of the company's ongoing commitment to providing reliable energy to customers. The work involves the use of a helicopter flying low over transmission lines to detect any potential equipment issues before system reliability is impacted. *Weather-permitting, the aerial inspections will continue through December 15, 2016, taking place from 9:00 am – 4:00 pm.*

The region's transmission system is the backbone of the electric grid. Overhead inspections of transmission lines and equipment – often located upwards of 100 feet in the air – help transmission planners detect potential problems in advance, allowing the company to schedule necessary maintenance before reliability issues arise.

Description of Aircraft: Blue & silver helicopter, tail #N1431W and blue & white helicopter, tail #N411DD

Metropolitan District (MDC) Payment Center Has Moved!

The MDC no longer accepts in-person payments at 555 Main Street, Hartford. All in-person payments are only accepted at the Customer Service Department at *60 Murphy Road, Hartford*. City bus service is available to and from the new location. Payment drop boxes will continue to be available at both the 555 Main Street, Hartford and 60 Murphy Road, Hartford locations. The MDC Customer Service office can be reached at:

Monday – Friday 8:00 am – 4:00 pm

Phone: 860-278-7850, press 2

Email: customerservice@themdc.com

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). 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:

- **December 10, 11, 17 and 18, 2016 1:00 pm – 4:00 pm: “*Holidays at the Hurlbut-Dunham House*”**
Decorated for the holidays inside and out! Come and celebrate the holidays with the Dunhams at 212 Main Street. Tours are free, donations appreciated.
- **Friday, December 16 & Saturday, December 17, 2016 5:00 – 8:00 pm Candlelight Tours; December 10-30, 2016 10:00 am – 4:00 pm Daylight Tours: “*Three Centuries of Christmas*”** This enchanting, historic view of holidays past begins in the Silas Deane House, continues to the Isaac Stevens House and concludes with the Joseph Webb House. Armloads of greenery and native plants, authentic decorations and some clever food-styling tricks are presented in fascinating detail. Daylight tour exceptions include no tours Sundays 1:00 – 4:00 pm and closed Tuesdays. Admission for tours is \$12.
- **Saturday, December 31, 2016 11:00 am – 4:00 pm: “*Open Sketch*”** Welcome in the new year by drawing! Live model for 5 hours, one pose, no instruction, monitored. Come draw with friends. Bring your own supplies. Receive a complimentary pack of Academy notecards. Light refreshments available. Fee \$10.

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B. COUNCIL AND BOARD/COMMITTEE DATES:

- **Board of Education:** Tuesday, December 13, 2016 7:15 PM
- **Public Safety Committee:** Tuesday, December 13, 2016 5:30 PM
- **Public Works Committee:** Wednesday, December 14, 2016 6:00 PM
- **Central Connecticut Health District:** Thursday, December 15, 2016 7:00 PM
- **Board of Education:** *The December 27, 2016 meeting has been cancelled.*

C. LIAISON MEETINGS:

- **Shade Tree Commission:** December 12, 2016 Councilor Hemmann
- **WHS Building Committee:** Monday, December 12, 2016 Deputy Mayor Barry
- **Housing Authority:** Monday, December 12, 2016 Councilor Hemmann
- **Historic District Commission:** Tuesday, December 13, 2016 Councilor Rell
- **Insurance Committee:** Thursday, December 15, 2016 Councilor Spinella
- **Parks & Recreation Advisory Board:** Thursday, December 15, 2016 Councilor Hurley

D. DEPARTMENT/DIVISION NEWS:

HUMAN RESOURCES:

Congratulations to Timothy O'Shea, IT Technician, who received an Extraordinary Service Award!

*Here is what some of Tim's colleagues had to say in their nomination:
"Time is hardworking, pleasant, friendly, outgoing and easy to work with.
It is a pleasure to work with him." "He is full of solutions and excellent work
ethic while also having a wonderful attitude. He is diligent, resourceful,
and not deterred by seaming failures."*

Congratulations to Justin LaFountain, CZEO, on earning his certification as Certified Zoning Enforcement Officer!

*You may now subscribe to e-notification to receive email notices of job postings. Go to
wethersfieldct.com/human-resources/ and click on "Sign up to receive job postings".*

LIBRARY

- **The Mitten Tree returns!** The Wethersfield Public Library is once again sponsoring their annual Mitten Tree. Each year the library puts up a tree and decorates it with mittens, socks, mufflers, hats and other cold weather items. The Wethersfield Social and Youth Services Department distributes the donated items to needy individuals and families in town. Need comes in all sizes, so items of any size, any color and any fabric from yarn to leather, are welcomed. This neighbor-to-neighbor project benefits residents of any age, and residents of any age can contribute.
- Check the library website for upcoming events and resources www.wethersfieldlibrary.org.

PARKS & RECREATION:

- The Senior Center, Computer Learning Center and Parks & Recreation Department's registration procedures have been merged. On-line registration may be completed at www.wethersfieldct.gov.

SOCIAL & YOUTH SERVICES:

- **Energy Assistance Program:** The Connecticut Energy Assistance Program (CEAP) is now open around the State. The program is designed to help off-set the winter heating costs of lower income households, especially those incomes that fall at or below 150% of the federal poverty guidelines; as well as households with elderly, disabled and/or children under the age of 6 with incomes between 150% and 200% of the federal poverty guidelines. Guidelines (based on the 2016 year): Family of 1 - \$33,132.22; Family of 2 - \$43,326.74 and Family of 3 - \$53,521.27. Wethersfield residents that are Renters may have \$12,000.00 or less in liquid assets and Homeowners may have \$15,000.00 or less in liquid assets. Wethersfield residents that fall within the guidelines may make an appointment with Social and Youth Services Department by calling (860) 721-2977. All applications are completed by appointment only.
- **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

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caregiver would be responsible for picking up a bag of food every Thursday or Friday. These bags are filled with breakfast, lunch, dinner and snacks for the kids to eat on the weekends.

E. PROJECT UPDATES:

ENGINEERING

- **Cloverdale Pond Improvements:** Luch's Consulting Engineering, LLC has developed preliminary plans for improvements to Cloverdale Pond located on Town-owned property near the intersection of Meadow View Drive. An informational meeting for adjoining property owners was held last week. Required permits will be obtained this winter with construction expected next summer.
- **Fuel Tank Replacement at Physical Services Garage:** Field survey and design have commenced for replacement of two, aging 6,000 gallon underground fuel storage tanks with a new above-ground 12,000 gallon fuel storage tank at the facility that will service Town vehicles. It is anticipated that permits will be acquired this winter with construction beginning next spring.
- **CRCOG Bus Shelter Replacement Project:** The contractor has begun installation of three bus shelters located on State Street near DMV, 132 Silas Deane Highway (Jordan Lane frontage) and 134 Folly Brook Blvd.
- **State St, Hartford Ave & Nott St Safety Improvements:** Concrete sidewalks and ramps have been installed and Physical Services will be installing topsoil within the island.
- **Pavement Marking Program:** Restriping of stop bars, crosswalks and line striping throughout Town is complete for this season.
- **Requirements for In-Ground pools:** Town staff has formalized existing plan requirements for installation of new in-ground pools that has been posted on the Engineering Division webpage.
- **Annual Stormwater Sampling:** The Town has retained AEGIS Environmental Services of Wethersfield to collect six stormwater outfall samples required as a part of the Town's Municipal Separate Storm Sewer System (MS4) permit. The samples have been collected and are currently being tested. Town staff has drafted the annual report, which has been posted on the Engineering Division webpage for public review and comment.
- **South Meadows Trails:** Town staff met with representatives from Goodwin College last week to discuss their plans for improving trails in Wethersfield on the east side of the Connecticut River to improve pedestrian connections between the college campus and trails near the Putnam Bridge. They expect this work to be conducted in fall of 2017 after associated permits have been obtained.
- **Reservoir Estates Subdivision:** Contractor has begun installation of sanitary sewer, water distribution and drainage system improvements within the Phase 1 construction limits.

PHYSICAL SERVICES

Physical Services has completed the 2016 Leaf Pick-Up Program.

Mechanics

- Transitioning the trucks from leaf collection to plowing service.
- Snow is anticipated for late on Sunday into Monday and the fleet will be ready to respond as needed.

Trades

- Responding to calls for heat, changing filters, and painting continues in areas of the Library and Town Hall.
- Interviews are being scheduled to fill the vacant Maintainer III/Carpenter position.

Parks

- Crews are continuing to winterize fields and perform park maintenance.
- Assisting with set-ups for Town events.

WETHERSFIELD HIGH SCHOOL RENOVATION PROJECT

Major construction has been completed. Punch list items in progress.

Be on the lookout for an upcoming Open House to tour the facility!

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F. CHAMBER OF COMMERCE: 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

I. MIRA: www.ctmira.org (Formerly CRRA - www.crra.org)

J. CRT: CRT 2014 Annual Report www.crtct.org/en/news/publications

K. COUNCIL OF SMALL TOWNS: www.ctcost.org

L. **ATTACHMENTS:**

- **Social & Youth Services** - *Monthly Report*
- **Town Clerk** – *Monthly Report*
- **Building Department** – *Monthly Report*
- **WHS Instrumental Music Program** - *Christmas Tree Pick Up Flyer*
- **Chamber of Commerce** - *Upcoming Events Flyer*
- **CRCOG** – *Monthly Report – November 2016*

Social and Youth Services

Kathy Bagley, Director

October 2016

MONTHLY ACTIVITIES:

Senior Services

- Dial-a-Ride provided a total of 946 rides through the basic service and an additional 193 through the expansion grant (includes Fridays and towns beyond the basic service region).
- 24 clients we assisted with case management this month.
- 285 Community Café meals were served in August.
- The Renters Rebate Program will commence on April 1st and end September 30th.
- Outreach had been scheduled for the CRT Energy Assistance Program
- 3 Larrabee Fund applications were taken
- 1 Swedish Relief application was taken.
- The Coordinator has assisted 10 clients with Choices Medicare/ and health Insurance
- New volunteers are being screened for the Friendly Shopper/Visitor program.
- Many referrals have been made to the Soldiers, Sailors and Marine Fund.
- The Coordinator assists residents with Special Needs Fund requests. And waivers for DAR.

Social Services

- 13 ongoing clients & 3 new clients were seen for case management
- Processed 8 Operation Fuel application
- 132 households were served by the food bank
- Total food weight for September was 3588 pounds
- 197 people were served by Mobile Foodshare
- Food pickup at Foodshare
- Hunger Action had a meeting.
- Weekend Meals for Youth - 25 meals being packed each weekend
- WIC comes the last Monday of the month
- A trained volunteer from Foodshare comes the last Monday of the month to assist people applying for SNAP benefits.
- Helped 4 clients get on New Start
- Started Energy Assistance applications
- Started taking applications for Thanksgiving Basket and Holiday Gift Program

Senior Center

- There were 103 individual activities held at the Senior Center in October attended by 1804 individuals.
- Membership at the end of October was 84 (9 new members).
- Health services offered this month included two foot care clinics, a blood sugar screening, and two blood pressure screenings..
- Special programs held this month included a trip to the New England Air Museum in Windsor Locks for senior housing residents, a bus trip to Octoberfest in Holyoke, MA, a Lunch & Learn with the author of the book "They Called her Reckless", and a Halloween parade with the children of the Wethersfield Mom's Club.
- The Computer Learning Center offered a Windows 10 Intermediate class and one-to-one tech sessions with a student intern from the Sport & Medical Sciences Academy in Hartford.
- The Senior Choral group, the Rhythmairs performed a free concert for the residents of Middlewoods Assisted Living.
- The Coordinator made a presentation at AHEPA Senior Housing's annual meeting regarding Senior Center programming.

Youth Services

- Attended CYSA
- Juvenile Review Board met once – have 10 active cases
- Started Fall Session of Friday night hangout. 6th graders participate opposite weeks of 7th and 8th Grade. 101 kids registered
- Intramurals operation at essentially maximum capacity. 40 participants per day. 162 Registered.
- Minecraft Monday has 11 participants
- Attended WECC Steering Committee Meeting/ Attended WECC Collaborative Meeting
- Youth Needs Assessment Survey was administered at the high school and middle school.

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

	<u>November 2016</u>	<u>November 2015</u>
Documents Recorded	361	315
Town Conveyance Tax Collected	\$ 45,461.22	\$ 14,094.15
Trade Name Certificates Issued	8	0
Registration of Property Being Foreclosed Filed	10	13
Marriage Licenses Issued	2	4
Sporting Licenses Issued	4	5
Dog Licenses Issued	26	13
Town Council Meetings Attended & Minutes Prepared	1	3
Documents Notarized	46	10
Copy Revenue Collected (Land & Certified Vitals)	\$ 2,280.00	\$ 3,030.50
Total Revenue Collected:	\$ 272,312.10	\$ 90,458.11
Town Portion	\$ 63,703.72	\$ 29,673.65
State Portion	\$ 208,608.38	\$ 60,784.46

Noteworthy Activities/Information –

Correction on number of marriages in October is 18 not 8.

We purchased a dual label maker to use with absentee ballots this year. Our office issued 949 absentee ballots for the November Election; we received over 865 back to be counted election night. Also, additionally issued: 4 military, 14 presidential and 26 overseas.

We have prepared certificates, signature cards and ID cards for 47 justices of the peace to be sworn in on Dec 5, at 6 p.m. in the Council Chambers.

November 2016 Building Dept Report

Permit	Qty	Valuation	Fees
Building Commercial	4	678,490	11,183
Building Residential	46	411,382	7,489
Building Municipal	1	41,585	11
Electrical	39	399,276	7,153
Plumbing	16	37,796	895
Heating	24	165,586	2,691
Total	130	1,734,115	\$29,422

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

		Valuation	Fees
Building Permits	292	6,761,315	115,286
Electrical Permits	196	1,429,880	24,231
Plumbing Permits	105	262,952	6,102
Mechanical Permits	122	914,791	16,691
Total	715	9,368,938	\$162,310
Total No of Permits			715



2016/17 Christmas Tree Pick-up - \$10

A fundraiser for the Wethersfield High School Marching Band and Instrumental Music program - For a **\$10** donation, students will pick up your old Christmas tree curbside and dispose of it for you.

Pickups will be on the following Saturdays in Wethersfield starting at 8am:

Saturday, Dec. 31, Jan. 7, Jan. 14, Jan. 21 and Jan. 28

[Arranging for Curbside Pick-up](#)

email whsbandtreepickup@gmail.com

or call the WHS Band at [860-563-1227](tel:860-563-1227) between 9 AM-9 PM

Please give your name. address. phone number. requested pick up date from



**Holidays on Main
Committee
Thanks all of
our supporters
and sponsors!**

**E.D.I.C. of
Wethersfield
Turnpike Motors
Family Chiropractic
Farley-Sullivan
Funeral Home
Jackson O'Keefe,
LLP
Liberty Bank
MT Companies LLC
Timothy Tuell, CPA
Dutch Point Credit
Union
Berkshire Hathaway
D & D Market
Hart Seed Company
Law Offices of Keith
Shaw
Lyons & Wraight
Insurance**

***and special thank you to:*
Heirloom Market
Keane Foundation
Lamore's Gulf Service
Station**

**Berkshire Hathaway
Coldwell Banker
William Raveis**

**Webb-Deane-Stevens
Museum
Wethersfield Historical
Society
Wethersfield Park and
Recreation
Wethersfield Physical
Services**

Webb Deane Stevens ready for Holidays



Each year, using armloads of greenery and native plants, authentic decorations from days of yore, and some pretty clever food-styling tricks, the Webb-Deane-Stevens Museum's "Three Centuries of Christmas" tours show i

n fascinating detail how the American holiday season evolved over the past 300 years. The 2016 season kicks off with the lively WDS Holiday Preview Party on Friday, December 9, from 5 to 8 p.m. Guests will delight in a candlelight preview of the dazzling holiday decorations throughout the museum, stroll from house to house enjoying delicious food, wine, ale, and live holiday music, and chat with Mr. and Mrs. Silas Deane, Mrs. Claus, and guides in period dress. Admission is \$30 for members, \$35 for non-members. Advance tickets: <http://webb-deane-stevens.org/celebrate-three-centuries-of-christmas/>.

~~~~~  
Candlelight Tours, with guides in period dress, will be on Friday and Saturday, December 16 and 17, 5 to 8 p.m. Daylight holiday tours will be on December 10 - 30, from 10 a.m. to 4 p.m. except Sundays (from 1 to 4 p.m.), closed Tuesdays. Admission for tours is \$12.

[www.webb-deane-stevens.org](http://www.webb-deane-stevens.org)

**Flu Clinic**

**The Wethersfield Volunteer  
Fire Department  
The Wethersfield Police  
Department  
The Wethersfield Library  
and all of the vendors and  
participants for making  
Holidays on Main such a  
special event!**

**[See George Savic's  
pictures from Holidays  
on Main here  
on Facebook](#)**



Central Connecticut Health District to Hold additional Clinic  
Thursday December 8, 3-5:30pm  
Town Council Chambers  
[additional information](#)

**Date:** December 6, 2016  
**To:** CRCOG Policy Board  
**From:** Lyle Wray, Executive Director  
**Subject:** **CRCOG Monthly Report for the Month of November 2016**

Here is the CRCOG monthly report for November 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**

- Coordinate meetings with staff and Linda Savitsky regarding Fraud Risk Assessment
- Worked with Auditors on FY 2015-16 Fiscal Year including project close out requirements
- Worked with Emily on final TOD on Call reimbursement request.

**Administration Special Projects Highlights, Pauline Yoder**

**Concrete Foundation Issues Facilitation**

Ad-hoc Working Group on Crumbling Foundations met again on November 3<sup>rd</sup>. A sub-committee also met with Commissioner Klein of the Department of Housing.

At its November 3<sup>rd</sup> meeting, the committee:

- Approved the recommended guidelines for towns on implementing building waivers for crumbling foundations
- Approved an outline of a template for distribution of concrete remediation funds if funding is to be available. The template is designed for homes and the template sub-committee will create similar templates for Planned Unit Developments and Condominiums.
- State legislators present at the meeting committed to reaching out to the committee after the election to develop solutions.
- The Committee also discussed avenues of potential federal funding options that should be explored further
- CRCOG staff reported that it had received responses for Requests for Qualifications (RFQ) in three areas: Structural Engineering, Remediation Services, Laboratory and Testing Services. CRCOG will not be a contracting agency, but simply providing a list of potential vendors that have been vetted by the review committees.

The CRPC section of this report gives an update on the RFQs.

The sub-committee met with Commissioner Klein on November 21<sup>st</sup>. There were no direct commitments by the Commissioner and the Commissioner agreed to research matters further and meet again in January.

CRCOG staff also met with representatives of the Citizens against Crumbling Basements (CACB) to discuss how CRCOG's Ad-hoc Working Committee and CACB can work together on this issue.

### **CEDS / Economic Development**

- CRCOG applied for a grant from the U.S. Economic Development Administration (EDA) on November 12 to develop a Comprehensive Economic Development Strategy for the 38 town region. This grant application was put on hold by the Federal EDA, pending the EDA understanding the overall CEDS plan for the whole state of Connecticut. CRCOG worked with OPM to address EDA's concerns.
- Received approval from OPM and DECD for CRCOG to become a Regional Economic Development District. This is necessary prior to reapplying for a CEDS planning grant.
- Submitted a revised application for a CEDS planning grant to the U.S. EDA.
- Attended quarterly regional economic development meeting at the Connecticut Economic Resource Center on November 1.

### **Other**

- Continued on-going RPIP Grant activities, reporting, funding requests and follow-up, and assisting in project decision making when needed.

## **Municipal Services Highlights, Pauline Yoder**

### **Municipal Services Committee**

The Municipal Services Committee did not meet in November, but will meet on December 6<sup>th</sup> for a combined November/December meeting.

The sub-committee of small towns met with Connecticut Center for Advanced Technology to discuss what options municipalities have in general for IT Services through CRCOG. Resources include: Assessment, General IT Consulting, Technology Security, Disaster Recovery and Backup, Managed Support Services, Strategic Technology Planning, Firewalls, Managed Support (helpdesk, on-site and network support), cloud servers, Fiber infrastructure, Online Permitting and Voice Over Internet Protocol.

## **Nutmeg Network Demonstration Projects**

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

RFP responses were received. The responses are currently under review by CRCOG staff and participating pilot towns.

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

### Salary Survey:

Working in conjunction with CCM and CCAT:

Continued to reach out to cities and towns statewide to register at [CTMunicipalData.org](http://CTMunicipalData.org), enter their salary data and submit their completed surveys. Extended the submission deadline to November 30<sup>th</sup>.

Continued to respond to questions and data update requests during the data entry window.

Previewed the reporting functionality on November 22<sup>nd</sup>, made suggestions for enhancements and launched a beta testing week for the pilot towns.

Training webinar recordings entitled *How to Enter Your 2016-2017 Municipal Salary Survey Data On-Line* can be accessed at [CTMunicipalData.org](http://CTMunicipalData.org) (and on CRCOG's and CCM's websites), along with a related PowerPoint and the Data Fields Resource Guide.

### Other Grant Activity:

Secured [www.nutmeghr.org](http://www.nutmeghr.org) as the domain name for the HR Portal. Received a mock-up of the site from CCAT and provided feedback for creating/operationalizing a basic portal by early December. The initial site will provide access to model documents, a link to the Municipal Salary Survey and Reporting Tool and key HR resources/links. Additional features/information will be added in early 2017.

Released RFP for Regional Municipal Applicant Tracking Portal on November 10<sup>th</sup> and issued an addendum to address vendor questions on November 21<sup>st</sup>. Responses are due on Friday, December 9<sup>th</sup>.

Completed review and accepted final versions of Pullman and Comley's 20 model job descriptions, employee handbook, and template job application. Based on pilot town feedback, identified a short list of desired HR checklists for Pullman and Comley to produce as part of the HR toolkit. Requested the production of two checklists initially—Progressive Discipline and Employee Review Procedures/Performance Appraisal. Drafts of both documents are currently being reviewed by CRCOG staff.

Began investigating the possibility of launching a discussion forum in connection with the HR Portal for human resource professionals.

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

**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 awaiting final cutover. The availability of VoIP services has been extended to all municipalities with two vendors as options.

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

Video equipment has been installed in five of the six pilot municipalities. CRCOG used grant funding to pay for the core software system to be installed on servers in the CRCOG Data Center. Grant funds also helped to partially defray equipment costs for the pilot towns. Pilot towns have experienced issues and the vendor believes they have isolated the problem and is testing to see if the issues have been resolved.

## **OPM Regional Performance Incentive Program (RPIP) Grants**

**OPM RPIP Grants 2015**

CRCOG submitted applications for seven RPIP grants (totaling \$2.045 million) in the 2015 round. CRCOG was awarded the Anchor Institution and Neighborhood Engagement in TOD grant – Implementation of Next Steps (\$200,000). At OPM's request, CRCOG is preparing a more detailed scope of work which it will submit to be incorporated into a Notice of Grant Award (NOGA).

**OPM RPIP Grants 2014**

### *Statewide OrthoFlight (\$2,175,125)*

- CRCOG GIS/IT Coordinator met with UConn and NOAA representatives and verified that statewide 2012 and 2016 high resolution datasets will be available in mid to late 2017. This data will be a key component in MS4 permitting.
- CRCOG GIS/IT Coordinator has been named to and is attending meetings of the ESF 5 Emergency Management Data Working Group.
- Data processing and QA/QC for the spring 2016 Statewide Aerial Acquisition Project continues and is on schedule for delivery at the end of December 2016.
- 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 are beta testing on an updated Web GIS / Parcel Viewer application with plans to roll out in December or January. The vendor will host a Q&A webinar before the formal launch.

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. Six member towns with disposal contracts expiring in 2017 are currently reviewing options for disposal service as a result of the recent procurement. CCSWA also continues to monitor the State's development of a Comprehensive Materials Management Strategy (CMMS) and the planning process for the redevelopment of the CT Solid Waste System (mid-Conn plant). The first phase of the RFP to select a contractor for redevelopment of the CT Solid Waste System has concluded and the three finalists invited to submit proposals in the second phase of the RFP have been announced. The announcement of the finalists and information regarding the ongoing selection process can be found at the following link:

[http://www.ct.gov/deep/cwp/view.asp?a=2718&q=570556&deepNav\\_GID=1646](http://www.ct.gov/deep/cwp/view.asp?a=2718&q=570556&deepNav_GID=1646).

DEEP also held an informational session on the newly adopted Comprehensive Materials Management Strategy on Nov. 10<sup>th</sup>. Calendar year 2017 actions for municipalities largely revolve around compliance with existing recycling requirements (ensuring access to recycling disposal, reporting requirements, designation of recycling agent, etc.). The adopted plan can be found at the following link:

[http://www.ct.gov/deep/cwp/view.asp?a=2718&Q=553470&deepNav\\_GID=1639](http://www.ct.gov/deep/cwp/view.asp?a=2718&Q=553470&deepNav_GID=1639).

### **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, such as a "Circuit Rider" will fall under the CRCOG HR Initiative.

### **Human Services Coordinating Council**

Human Services Coordinating Council will meet in January / February timeframe. The meeting will center on expected budget cuts and their implications.

### **COG Regional Election Monitoring**

The Regional Election Monitor was available to assist the Secretary of State on Election Day where needed throughout the region. Because of thorough preparation prior to Election Day, including ensuring training and certification of election monitors, there were not incidents to report.

## 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, eighteen towns have completed over \$1.6 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).

More information on these cooperative contracts can be found on the CRCOG website at: <http://crcog.org/it-services-cooperative-2/fiber-infrastructure-services/>.

### Nutmeg Network Connections

To date, 34 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. 30 municipalities currently use or will begin using this CRCOG cooperative program. Both vendors (Municipity and ViewPoint) continue to have demonstrations and recruitment opportunities. Staff is working to plan a ViewPermit user group meeting for towns to ask questions and troubleshoot common issues with ViewPoint staff. ViewPoint sent out a letter detailing organizational and product updates. CRCOG is currently working on transitioning viewmypermitct.org to a neutral platform that can be an access point for both vendors.

## **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.

CRPC staff held a conference call with Periscope to discuss their BuySpeed product, which covers every step of the purchasing process. Some CRPC member towns are interested in pursuing a cooperative procurement of this product and are currently putting together some data to assist Periscope in putting together some pricing models.

ezIQC (Indefinite Quantity Construction Program)

As of November 30, 2016, **forty-one (41)** towns have issued purchase orders totaling over **\$27.6 million**.

The following towns/entities held joint scope meetings this month: **Bristol and Manchester**.

The following towns issued Purchase Orders this month: **Columbia, Danbury and Windsor**.

Continued monitoring of member use of this procurement tool.

CRPC staff held public bid openings for each of our ezIQC bids. The Roads and Bridges bid opening was held on November 3, 2016, with the Central and Eastern regions opening at 10:30 a.m. and the Southwest and Northwest opening at 11:30 a.m. The General Construction bid opening was held on Friday, November 4, 2016, Northwest and Southeast regions at 10:00 a.m. and Southwest and Northeast at 11:00 a.m. Both bid openings will be held in the large conference room at CRCOG. The bid responses have been reviewed and Gordian Group has submitted their recommendations for award. CRPC staff will be meeting with some of the vendors in early December to address some questions raised by ezIQC member towns. Awards will be made before the end of the contract period.

### **Energy Programs**

Electricity

The contract for electricity has been awarded to Constellation Energy, and they are transitioning to begin providing service on January 1, 2017 to our participating members.

## Natural Gas

EnerNOC has advised that the Natural Gas market is looking significantly more competitive now. CRPC staff will be working with EnerNOC to develop a schedule for recruitment of participants, RFQ and reverse auction.

## Annual Bids

CRPC Staff requested quantities for Bid #651 for Gasoline and Bid #652 for Traffic Guidelines on November 2, 2016. Bids were released to vendors on November 30, 2016 and will open on December 22, 2016.

## Crumbling Concrete Foundations

CRPC staff opened responses for RFQs for Materials Testing and Lab Analysis, Structural Engineering Services, and Remediation Services, and an evaluation committee comprised of Building Officials and Public Works Directors from several of the affected towns met on November 29, 2016. A list of qualified vendors in the areas of Structural Engineering Services and Remediation Services will be available shortly, after clarifying some questions that were raised after reviewing the responses. With only one response for Materials Testing and Lab Analysis, we will be reviewing the RFQ before proceeding with qualifying the vendor.

CRPC Staff and the Evaluation Committee have agreed that the RFQs for all services should be advertised again to solicit more responses from vendors that may have missed the initial recruitment. The goal is to identify all vendors that are qualified to do the work, so this may be an ongoing recruitment of RFQ responses, with new vendors being added as they qualify.

## Other

CRPC Staff attended the Connecticut Conference of Municipalities Annual Convention on November 15, 2016.

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

**Sustainable/Livable Communities Work.** CRCOG staff continues to make updates to the Green Clearinghouse ([www.greenregionct.org](http://www.greenregionct.org)). Please check back often for additional postings and forward information on upcoming town events, newly adopted regulations, plans, policies and successful implementation projects that help promote sustainability to Hedy Ayers' attention at [hayers@crcog.org](mailto:hayers@crcog.org) for upload to the site.

CRCOG staff attended the November 1<sup>st</sup> monthly meeting of the Hartford Climate Stewardship Council. This council is affiliated with the Hartford Planning and Zoning Commission and its focus is on making Hartford one of the "greenest" cities in the country. The council meets monthly to address pressing concerns of climate change and environmental degradation through targeted initiatives that are both environmentally

and economically sustainable, across all sectors in the city of Hartford. CRCOG staff represent the agency on this council in the role of “observer.”

**Regional Planning Commission (RPC).** Staff continued planning for the next three RPC Meetings. At the November 17<sup>th</sup> meeting of the RPC, Mike Sanders from CTDOT gave a presentation on and led a discussion of CT **fastrak**. The next meeting of the RPC is scheduled for January 19<sup>th</sup>. Staff prepared the request for 2017 appointments to the RPC, and will issue this request to municipal planning and zoning commissions on December 1<sup>st</sup>.

**Municipal Zoning, Subdivision and Plan Referrals.** In November, CRCOG received referrals of eight proposed zoning amendments. Staff prepared comments on a number of referrals for consideration by the Regional Planning Commission at their meeting of November 17<sup>th</sup>. Reviews of the most recently received referrals are ongoing.

**Metro Hartford Brownfields Program.** During November, Tighe & Bond, our contracted environmental consultant, submitted draft Phase II assessments of the 20-26 Poquonock Avenue and 109 & 125 Poquonock Avenue sites in Windsor. The draft reports are under review by the town and CRCOG, and will be submitted in December to US EPA for review and approval. Over the past month, Tighe & Bond also continued work on other projects funded through CRCOG’s EPA brownfields grants, including a Phase II assessment and a hazardous building materials assessment (HBMA) for 296 Homestead Avenue in Hartford, and a supplemental Phase III investigation, remedial action plan (RAP) and an HBMA of the Gerich Service Station on Tolland Turnpike in Manchester. In November, Tighe & Bond also continued Phase II assessment work at 85 Hawthorn Street in Hartford, which is being funded through our DECD Brownfields Grant.

Tighe & Bond staff continued work on the brownfields inventory project which is being funded through the DECD grant. The inventory will help identify potential brownfields sites with transit oriented development potential within the CT **fastrak** and CT **rail** corridors, and will include an interactive GIS map with capability to display site information useful to redevelopment planning. Activities in November included research on state and federal databases of brownfields sites, and contacting municipal officials for assistance in identifying and providing information on additional priority sites that they may want listed on the inventory.

CRCOG staff continued work on a grant application for additional EPA funds to support our assessment activities.

**Natural Hazards Mitigation Planning.** CRCOG is still awaiting notification regarding our FEMA Pre-Disaster Mitigation (PDM) grant application for the next update of the Capitol Region Natural Hazards Mitigation Plan.

**Letters of Support for Grant Applications.** During November, staff wrote several letters of support on behalf of municipalities which are applying for brownfields grants from the CT DECD. We also wrote a letter of support for federal tax credits for the

developer who plans to redevelop the former Montgomery Mills into residential housing. Montgomery Mills is a brownfields site with TOD potential located in Windsor Locks along the Connecticut River and the Windsor Locks Canal. We are available to write letters of support for municipalities and land trusts which may be applying for the current round of CT DEEP's Open Space grants (due in February) or recreational trails grants (due December 15). Contact Mary Ellen Kowalewski or Lynne Pike DiSanto if you need a letter of support for a grant application.

**Transit Oriented Development (TOD) Activities.** In November, staff made final edits to CRCOG's recently completed study, ***Building Corridors of Opportunity: Best Practices for Engaging Anchor Institutions and Neighborhoods***. The final report will be distributed to interested parties in December, to help forward discussion of this topic in the coming months. Experience has shown that some of the most successful TOD in other areas of the country has been the result of collaboration and partnership between community organizations, the public sector, and anchor institutions. Staff also prepared the work plan for a \$200,000 RPIP grant entitled "**Next Steps in Engaging Anchor Institutions and Neighborhoods in TOD**," which will extend this work to the CT *rail* Hartford Line and *fastrak* East corridors.

**Bicycle and Pedestrian Planning.** CRCOG staff completed a re-vamp of the CRCOG Bike Ped Count Database, and continued to enter data from the successful September count into the system. The revamp includes the capability of entering the Active Transportation Audit data that has now been collected for a third year. Analysis of the count data was also begun.

On November 3<sup>rd</sup>, staff attended the monthly Hartford Complete Streets Action Team meeting. CRCOG staff also attended a Public Workshop on the State Bike Ped Plan Update in West Hartford on November 14<sup>th</sup>.

In addition, staff also provided an update to the team that participated in the Step it Up! Walkability Action Institute in the spring of 2016. Staff shared progress made on the CRCOG Action Plan to Increase Walking and Walkability which came out of this initiative, and informed team members of upcoming Community of Practice conference calls scheduled for early 2017. This work is required follow-up from the Walkability Action Institute.

CRCOG signed the Notice of Grant Award for a \$450,000 OPM Responsible Growth Grant that will fund development of a regional complete streets inventory, gaps/needs assessment, policy, and action plan. We anticipate that work on the project will begin in the first quarter of 2017.

**Central Connecticut Water Utility Coordinating Committee (WUCC).** Staff solicited municipal input on the Preliminary Water Supply Assessment for the Central Connecticut Public Water Supply Management Area, and made a brief presentation on this planning process to the CRCOG Policy Board at its November 16<sup>th</sup> meeting. The Preliminary Water Supply Assessment is scheduled to be adopted by the WUCC at its December 12<sup>th</sup> meeting. Staff also informed the Policy Board that a process is

underway for municipalities and water utilities to make new declarations of Exclusive Service Areas (ESAs) within which they wish to be responsible for water supply, should new supply be needed in the future. Water utilities or municipalities who wish to declare their intent to be the ESA provider in one of the currently unassigned areas must submit a declaration form to the WUCC by 10:00 AM on Monday December 12<sup>th</sup>.

**CRCOG Foundation.** CRCOG staff and the Executive Director continued to work with Hartford Foundation for Public Giving staff to plan for and advertise an upcoming session entitled “**What Can We Do Differently? Charting the Path Forward,**” that will be held on **Thursday, December 8<sup>th</sup> from 7:30-9:30 a.m. at the Elmwood Community Center in West Hartford.** This facilitated event, which is being co-sponsored by the CRCOG Foundation and the Metro Hartford Progress Points Partners, will look to key stakeholders to: begin creating a vision for change on topics including attracting and retaining millennials, mobility, job growth, education and civic engagement; explore if now is the time to move from an informational to an action-oriented role; and determine if there is a will and commitment to act together on one or more of the targeted areas.

In support of the Foundation’s plans to host a workshop on attracting and retaining millennials in 2017, CRCOG’s Executive Director and CRCOG staff attended a discussion hosted by the Hartford Foundation for Public Giving on November 29<sup>th</sup> on retaining recent college graduates in New England. It is envisioned that CRCOG’s own workshop planning process will kick off in early 2017.

A forum on Industry 4.0 will be sponsored in conjunction with the German Consulate General Boston in 2017, which will focus on challenges and opportunities for Industry 4.0 in Connecticut. Staff joined the Executive Director on a conference call with UCONN to determine how the University can support the event, and similar conversations with both CT DECD and CT Department of Labor are planned as well. Efforts are currently underway to schedule a planning committee meeting in December or January with representatives from the German Consulate.

The Foundation Board’s Video Testimonial Subcommittee hosted its first working session on Wednesday, November 9<sup>th</sup> at 10:30 a.m. at CRCOG. The University of Hartford has generously donated video production services to the project, which will call on local officials to help document regional success stories.

**Regional Economic Development.** CRCOG helped the Metro Hartford Alliance organize the December 1<sup>st</sup> meeting of the Metro Hartford Comprehensive Economic Development Strategy (CEDS) Steering Committee. CRCOG staff, with input from other regional agencies, prepared the **2016 Progress Report on CEDS Initiatives, Goals and Action Steps**, which is the subject of this meeting.

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

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

Work is underway on the FY 2015 funds which include training and exercise, Hartford Bomb Squad equipment, and maintenance of regional equipment. The FY 2016 grant was issued.

CRCOG assisted with an Emergency Preparedness seminar at the Ellington Senior Center.

There was a grand opening ceremony at the South Windsor Emergency Operations Center.

The Initial Planning meeting for the full-scale Ebola exercise was held.

Working on a one day seminar for the Region to ensure that people with disabilities/functional needs are part of the planning process and their needs are incorporated into emergency operations plans. We will send invite details to Policy Board members within the next month so appropriate staff members may attend.

CRCOG is assisting to move Mobile Communications Vehicle 3 (state asset) within the region.

Various training courses were held.

### **Other Highlights**

A CAPTAIN Fire meeting was held to demonstrate the current system and discuss future enhancements.

CRCOG is working with CCAT on a pilot for the storage of body worn camera data.

The pilot project to host CT-CHIEF in the CJIS environment is well underway and three additional communities will be added shortly.

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

CRCOG staff/contractors attended the following: DEMHS Regional Collaboration Committee meeting, CRCOPA meeting, DESPP Advisory Board meeting, Medical Reserve Corps meeting, HEARTBEAT Project Management meeting, ESF 5 Duty Officer meeting, CT-CHIEF/HEARTBEAT user update, various meetings with CJIS, meeting with PowerPhone, School Safety and Security Plan Standards update meeting, presentation on active shooter at Rehoboth Church, meeting with ESPN on Citizen Corps and citizen preparedness, and a Capitol Region Fire Chiefs meeting.

## Transportation Highlights, Jennifer Carrier

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

A Transportation Committee meeting was held on November 14. Agenda items included staff reports on the Transportation Alternatives Program, FASTLANE Federal Grant Opportunity, Comprehensive Transit Service Analysis Update, Public Participation Plan Update, CTrides Quarterly Report, Safety Resources, and Every Day Counts. Also included was a resolution on Air Quality Conformity and LOTCIP Program Management Updates on On-Call Consultants, the Marlborough Cost Increase for South Main Street and the Stafford Funding Allocation for Furnace Avenue. TIP Amendments included Replacement of Highway Illumination at Various Locations in District 1. Finally, there was a presentation on the I-84 Hartford Viaduct & I-84/I-91 Interchange Study Updates by CTDOT.

Coordinated and held a public meeting on November 14 as it relates to the Air Quality modeling results and conformity resolution.

Participated in November 16 Policy Board meeting. Agenda action items included TIP amendments and Air Quality Conformity Resolution.

Participated in November 15 RPO Coordination teleconference. Agenda items included MPOs' Responsibilities Concerning Air Quality Conformity and an Update on State Freight Plan.

Hired a part-time Traffic Incident Management (TIM) coordinator and worked to finalize work plan.

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

Held a public hearing on the latest Air Quality Conformity Analysis (AQCA) on November 14. The Policy Board passed a resolution endorsing the AQCA on November 16. Forwarded the signed resolution to CTDOT for their records.

### **Transit Related**

Participated in project coordination calls for the Comprehensive Transit Service Analysis and outreached to CTDOT and CT *transit* as needed. Incorporated CTDOT feedback and finalized drafts of the study's final report and Executive Summary. Prepared for and held an Advisory Committee meeting on November 9. Held teleconference with town of Manchester to discuss study recommendations. Scheduled, publicized, and prepared materials for public meetings. Held public meetings on November 29 in Manchester and November 30 in West Hartford (two additional meetings scheduled for December 1 in Hartford). Began scheduling meetings to discuss route profiles with towns covered by the New Britain/Bristol division of CT *transit*.

Coordinated with GHTD, Wethersfield, and Bloomfield to schedule shelter installations for the regional bus shelter program. Coordinated with Hartford on initial steps toward preparing for phase two of the program. Met with staff in Wethersfield on November 9 for a pre-construction meeting.

Met with CTDOT Public Transit Bureau Chief on November 22 to discuss visionary transit planning and partnership opportunities.

Continued monitoring the progress of the transit repository project.

Continued research on how to monitor transit performance metrics utilizing future automatic vehicle locator and automatic passenger counter data from CT *transit*.

### **Sustainable Communities**

Attended the Statewide Bike Ped Plan public meeting on November 14 in West Hartford.

Attended the monthly Complete Streets Action Team meeting on November 3 for the City of Hartford.

CRCOG staff began to tabulate and enter data into the CRCOG Bike Ped Count Database following a successful fall count. Staff finished revising the bike-ped count database to incorporate the results of our bike-ped audits.

Finalized the contract agreement for the Complete Streets Action Plan project in preparation of issuing a RFQ/RFP in the coming months.

Continued work on the CRCOG Anchor Institutions study to determine a plan for engaging anchor institutions in the Capitol Region on Transit-Oriented Development.

Coordinated with CTDOT staff to have a presentation on CTfastrak at the Regional Planning Commission Meeting on November 17.

Provided an update to the team that participated in the Step it Up! Walkability Action Institute in the spring of 2016. Annotated and shared progress made on the CRCOG Action Plan to Increase Walking and Walkability which came out of this initiative. Informed team members of upcoming Community of Practice conference calls scheduled for early 2017 as a part of the follow up from the Walkability Action Institute.

Participated in a conference call with staff from Bolton and Coventry to discuss a potential trail project on November 1.

Attended the Farmington Valley Trails Council annual meeting on November 18.

### **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:

Throughout November, coordinated with four (4) municipalities in efforts to review and complete Transportation Alternatives (TA) Set-Aside funding applications for projects that CTDOT has requested CRCOG approve as part of our current solicitation. Although these projects are already scheduled to receive funding through

other sources, the approval of TA funding during this solicitation will provide the department/region with added programming flexibility for these projects in the event that it is needed.

Received Transportation Alternatives (TA) Set-Aside funding applications for new projects by CRCOG's November 8 solicitation deadline. Distributed project information to Transportation Committee members for consideration of projects ranking and selections.

Held a November 18 Special Transportation Committee meeting allowing for project presentations and facilitated the ranking of the projects by transportation committee members. Tabulated and summarized the results of the ranking for future Transportation Committee action.

Attended November 4 Connecticut Main Street Center discussion as it relates to strengthening working relationships and focusing on Main Street problem solving.

Met with Farmington officials on November 8 to discuss future design alternatives to address Unionville traffic concerns and crossings of the Farmington River.

**Coordination with CTDOT staff to discuss various LOTCIP projects as they relate to schedule and costs.**

- Consulted with CTDOT on final design question for LOTCIP Rocky Hill Old Forge Road Project on November 2
- Transmitted completed CRCOG approved LOTCIP Scantic Road East Windsor application on November 7
- Requested CTDOT's future LOTCIP budget to plan for potential opportunities.
- Transmitted CRCOG endorsement for revised/increase cost estimate for Bloomfield Granby Street Project on November 10.
- Transmitted completed CRCOG approved LOTCIP Tolland Old Cathole Road Project on November 18

**Coordination with Towns to discuss various LOTCIP projects as they relate to schedule and costs.**

- Coordinated cost increase for LOTCIP South Main Street Project, Marlborough on November 1,7 with Town of Marlborough for Cost sub-committee memo
- Scheduled and participated in Kick-off meeting on November 2 of Hebron Route 85 Sidewalk Project.
- Coordinated data needs with Hebron for LOTCIP Main Street/Wall Street Project on November 2
- Worked with town of Stafford as it relates to the functional re-classification of Furnace Avenue.

- Coordinated information for Cost sub-committee memo regarding re-allocation of funds to be used for Furnace Avenue
- Received Granby final design submission on November 2 for LOTCIP Route 202/10 Sidewalk Project; follow up November 10
- Requested to update LOTCIP website map (made available to towns) on November 2.
- Received LOTCIP Scantic Road, East Windsor Application from town/consultant on November 3 to submit to CTDOT
- Coordinated information with Town of Windsor on LOTCIP Day Hill Road/Kennedy Road application status on November 9.
- Coordinated with Town of Bloomfield to provide a revised cost estimate regarding Bloomfield Granby Street Project November 14.
- Coordinated with Windsor Locks to review and respond to CTDOT comments for LOTCIP Route 75 Improvements project on October 17
- Attended Cost Subcommittee Meeting November 14 and presented:
  - LOTCIP funding increase request for South Main Street Project, Marlborough
  - Re-allocation of LOTCIP funds to Furnace Avenue Project, Stafford
- Coordinated with Town of Tolland and consultant on finalizing Tolland Old Cathole Road Project application on November 4, 8 and 10. Application submitted to CTDOT November 18.
- Received LOTCIP Final Design submissions from:
  - Coventry Lake Street/Cross Street Project on November 12
  - Rocky Hill Old Forge Road Project on November 18
  - Windsor Prospect Hill Road Project on November 18

**Coordination with Consultant to discuss various LOTCIP projects as they relate to schedule and costs.**

- Coordinated LOTCIP Kick-Off meeting on:
  - November 2 – Hebron Route 85 Sidewalk Project
  - Scheduled meeting
  - Prepared Materials
  - Coordinated with town
  - Follow up with memo/minutes
- Coordinated Design Review Memorandum for South Main Project, Marlborough November 7
- On November 7,11 reviewed Bloomfield Woodland, Plainville Northwest Drive and Windsor Day Hill Road Project applications
  - Coordinated comments and request for information with town
  - Applications required edits, final review and signature in order to proceed to CTDOT
- Coordinated delivery of Final Design Submission of Windsor Prospect Hill Road on November 10,18
- Coordinated delivery of Final Design Submissions of Rocky Hill Old Forge Road and Coventry Lake Street/Cross Street

- Coordinated Notice to Proceed Work/Orders for four (4) On-Board Design Review Meetings for three (3) towns
- Provided invoice for processing November 14

### **Interstate 84 Viaduct**

Attended the monthly CTDOT/CRCOG/City of Hartford coordination meeting on November 17.

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

Held bi-weekly update calls with consultant. Held a conference call on November 8 with Hartford and UConn staff regarding Task 7 scope of work. Distributed the Existing Conditions Technical Memorandum to Advisory Committee members. Held the second Farmington Advisory Committee meeting regarding the Existing Conditions Technical Memorandum on November 16. Formalized and adopted the study goals. The Consultant continued break-out Task 7 (Hartford Study Area) data collection efforts. Created and distributed a public survey for the Farmington portion of the study. Continued the calibration of the travel demand model. Scheduled the first Public Involvement meeting and strategized regarding format and content. Intensified Public Involvement outreach efforts, including ongoing project webpage updates.

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

Held bi-weekly update calls with consultant. Worked with consultant to schedule future public meetings in the towns of Coventry (December 1), Tolland (December 6), and Mansfield (December 8). Publicized and review meeting materials for the public meetings. Reviewed and finalized newsletter, e-blast, and public meeting flyers. Reviewed town comments on the draft Existing Conditions Report and discussed their incorporation with the consultant. Sent travel forecast model data to the consultant team for their use.

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

The study team worked to develop a draft “decision matrix” that will be used to refine the potential alignments for the trail. The draft was presented to the Steering Committee and the Technical team on November 15. The group provided comments to the study team who will further refine the matrix. Held a monthly coordination call with the consulting team and local bike advocates on November 15. Attended a road safety audit as part of the Community Connectivity Program in Plainville on November 17. The road safety audit was looking at a portion of the potential trail alignment between Plainville and New Britain. Attended the Southington Town Council meeting on November 14 and the Plainville Town Council meeting on November 21 to provide them with an update on the project.

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

Continued to coordinate with CTDOT on revised scope of work for final CRCOG-CTDOT Contract.

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

Continued to coordinate with CTDOT on revised scope of work for final CRCOG-CTDOT Contract.

### **Safety Planning**

Attended a webinar on November 2 called "Safety Performance Measures & Serious Injury Reporting Requirements".

Continued working on website updates and additions as it relates to safety planning.

### **Freight**

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

Attended FHWA Talking Freight Webinar (State Freight Plans and State Freight Advisory Committees – FAST Act Guidance Overview) on November 16

Reviewed FY17 FASTLANE grant requirements and attended webinars about the application process (November 15, November 17). Drafted letter of support for CTDOT's Charter Oak Bridge application and coordinated with the City of Hartford on a potential project.

### **GIS / Information Technology**

Data acquisition for the spring 2016 Statewide Flyover is complete and data processing continues. QA/QC vendor has begun work on reviewing the data and weekly status meetings are held to address any issues and to ensure that the project is on schedule. Minor changes to specifications of deliverables have been made to insure that municipalities receive the most useful file format(s).

GIS Coordinator is member of Emergency Management Data Working Group. This group is assessing GIS and data needs to support emergency events at the EOC in the State Armory.

Vendor has begun work to move CRCOG office to a Voice Over Internet Protocol (VOIP) solution, further leveraging the Nutmeg Network.

Updated the online interactive LOTCIP project map.

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

Held update call with consultant relating to the update for the Public Participation Plan. Reviewed draft documents and provided feedback to the consultant.

Attended Title VI training at CTDOT on November 7.

Attended webinars on online public outreach platforms: Cityzen (November 8) and Metroquest (November 9).

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

Worked on drafting the Hartford TMA Congestion Management Process draft report.

Attended November 29 discussion on Tools to Successfully Manage Technology Projects

**Other**

Attended 2 day conference in Albany, New York on November 1<sup>st</sup> and 2<sup>nd</sup> as it relates to FHWA's Every Day Counts (EDC) innovations. EDC aims to accelerate highway project delivery and address challenges associated with limited budgets.

Participated in a conference call with the Towns of Bolton and Coventry to discuss a potential application for State Recreational Trails funding to study the feasibility of a trail along the former potential Route 6 corridor land.

Continued work on migrating data to the new CRCOG website.

Participated in State Transportation Innovation Council meeting on November 21 to discuss e-Construction as it relates to DOT efforts and thoughts on integration into municipal projects.

Reviewed Federal Lands Access Program application and coordinated preliminary rankings with federal and state officials.

**Executive Director Report, Lyle Wray**

On Tuesday November 1 toured a site of a possible transit oriented development near the Parkville station of CTfastrak. Spoke with CCM study consultant Larry Walters on the work of the committees. Had an interview with the editorial page editor Carolyn Lumsden of the Courant on regional issues.

On Wednesday November 2 with staff met with CT Main Street on issues of urban density and approaches. Staffed a CRCOG legislative agenda conference call. Had a conference call with transportation advocates. Attended the iQuilt Board of Corporators meeting in Hartford.

On Thursday November 3 helped staff the CRCOG Ad Hoc Crumbling Foundations Committee meeting. Attended the Hartford Foundation for Public Giving annual meeting at the Bushnell.

On Friday November 4 with Pioneer Valley Planning Executive Director attended a meeting with Congressmen Larson and Neal on the importance of re-establishing the Hartford Springfield Boston rail service. Next step is a review of the current rail plan and getting the key segment into the MA state rail plan.

On Monday November 7 attended a briefing for CRCOG towns by Hartford Mayor Luke Bronin. Participated in a National Civic League program committee conference call.

On Tuesday November 8 met with Mary Glassman of CREC and Doug Casey on possible joint ventures in technology cooperation.

On Wednesday November 9 with two other COG directors met with Garrett Eucalito of CT OPM on regional issues. Met with staff and two members of a citizens group concerned with crumbling concrete foundations.

On Thursday November 10 met with staff on regional bus shelter program and next steps. Participated in Community Indicator Consortium board conference call. Participated in a transportation and transit advocates conference call. Provided a guest lecture on metropolitan regional issues to a graduate class at the University of New Haven.

On Friday November 11 CRCOG offices were closed for the Veterans' Day holiday.

On Monday November 14 attended the CCM/BEST conference at Foxwoods. Met with CCAT on next steps on service sharing technology.

On Tuesday November 15 caught up in the office.

On Wednesday November 16 helped staff the CRCOG Policy Board meeting.

On Thursday and Friday November 17 and 18 attended the National Academy of Public Administration meeting on presidential transition and other related issues.

On Monday November 21 attended the CT Employment and Training Commission. Co-chair the Performance Committee with CT DOT Commissioner Scott Jackson. Had a conference call on the German consulate request for a conference on Industry 4.0 and Internet of Things in CT with University of Connecticut point people. Attended the 1000 Friends of CT Property Tax Reform working group meeting at CRCOG. Met on the TOD Anchor Institutions grant with Mary Ellen Kowalewski.

On Tuesday November 22 attended the CT Council of Governments meeting at the Legislative Office Building. Met with Speaker designate on regional issues after that meeting.

On Wednesday November 23 was interviewed by a Trinity student on regional issues. Participated in a conference call on Hartford Springfield Boston rail line study with Tim Brennan and Dan Hodge.

On Thursday November 24 and Friday 25 CRCOG offices were closed for the Thanksgiving holiday.

On Monday November 28 attended a presentation by the two CT US Senators on transportation projects and funding at the Route 2 on ramp in East Hartford and spoke

briefly with each of them. Participated in a conference call with transportation and transit advocates.

On Tuesday November 29 attended two presentations by the New England Policy Center from the Federal Reserve Bank of Boston on the need for a public policy center and on attracting and retaining college graduates in the region. Worked on the CRCOG draft legislative agenda and sent out to the Board despite network crash in the midst of this.

On Wednesday November 30 attended a meeting at the Metro Hartford Alliance of towns and chambers with Mayor Luke Bronin on Hartford's financial situation.