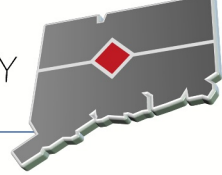


October 2009  
**CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY**  
**FINANCIAL REPORT AND CASH FLOW STATEMENT**

<b>REVENUES</b>	<b>Budget</b>	<b>Current Month</b>	<b>Year To Date</b>	<b>Balance</b>	<b>% Received</b>
Paratransit Administration/Contractor	990,000	97,210	199,515	790,485	20.15%
Paratransit Advertising	1,000	0	0	1,000	0.00%
Transportation Planning Grant	600,923	0	51,676	549,247	8.60%
Municipal Contributions	91,500	0	91,500	0	100.00%
Miscellaneous Revenues	4,200	375	26,469	-22,269	630.21%
CEDS - USEDA	64,000	0	0	64,000	0.00%
CEDS - Municipality	40,000	5,118	40,000	0	0.00%
CERT	8,000	0	3,200	4,800	40.00%
SGIA	1,000	0	0	1,000	0.00%
Hazard Mitigation	1,000	0	0	1,000	0.00%
Berlin/NB Solid Waster - RPI	255,160	0	0	255,160	0.00%
Pequabuck River Dam	100,000	0	0	100,000	0.00%
R5EPT	2,000	229	970	1,030	48.50%
<b>Budgeted Revenues</b>	<b>2,158,783</b>	<b>102,932</b>	<b>463,331</b>	<b>1,695,452</b>	<b>21.46%</b>
33.00% completed					
<b>EXPENDITURES</b>	<b>Budget</b>	<b>Current Month</b>	<b>Year To Date</b>	<b>Balance</b>	<b>% Used</b>
Salaries/Payroll Taxes/Workers Comp.	409,425	46,498	136,327	273,098	33.30%
Retirement/Administration	16,159	466	4,766	11,393	29.49%
Health/Life & ST Disability Insurance	111,883	8,851	46,070	65,813	41.18%
Directors & Officers/Liability/Bonding Ins.	5,000	0	5,000	0	100.00%
Accounting/Legal	12,560	0	60	12,500	0.48%
Paratransit Contractor	910,000	89,279	185,126	724,874	20.34%
Equipment Service Contracts/Maintenance	5,500	0	799	4,701	14.53%
Equipment/Software Purchases	28,800	1,750	3,248	25,552	11.28%
Rent	30,016	2,515	9,978	20,038	33.24%
Office Cleaning	3,800	500	1,250	2,550	32.89%
Office Renovations	1,500	0	1,500	0	100.00%
Telephone/Postage	6,500	245	1,681	4,819	25.86%
Supplies	9,500	748	1,150	8,350	12.11%
Conferences	6,000	226	988	5,012	16.47%
Training/Workshops/Seminars	6,200	0	1,245	4,955	20.08%
Travel in State/Meetings/Forums	8,000	750	2,426	5,574	30.33%
Dues/Subscriptions	11,326	0	3,684	7,642	32.53%
Publications	300	0	0	300	0.00%
Advertising	4,000	204	445	3,555	11.13%
Pequabuck River Dam	90,000	0	0	90,000	0.00%
Berlin/NB Solid Waster - RPI	251,964	0	0	251,964	0.00%
Miscellaneous Expenditures	9,400	32	1,097	8,303	11.67%
Contingency	220,950	0	0	220,950	0.00%
<b>Budgeted Expenses</b>	<b>2,158,783</b>	<b>152,064</b>	<b>406,840</b>	<b>1,751,943</b>	<b>18.85%</b>
<b>CASH ON HAND</b>					
Checking Acct. Balance - BOA				41,029	
CT State Treas.Short-Term Investment Fund				94,072	
Money Market - BOA				20,577	
CD - Valley Bank				98,116	
CD - Thomaston Savings Bank				98,243	
CD - Webster Savings Bank				97,766	
CD - BOA				110,346	
<b>TOTAL CASH ON HAND</b>				<b>560,149</b>	



**MEMORANDUM**

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**TO:** Program, Finance and Personnel Committee  
**FROM:** Carl J. Stephani, Executive Director  
**DATE:** November 23, 2009

**FOR AGENDA:** December 3, 2009

**SUBJECT:** Administrative Policy Amendment - authorized check signers

Administrative Policy Section II.E states that: "... All checks must have two authorized signatures. The Agency Chair, Treasurer, Executive Director and Deputy Director shall be the approved check signers. ..."

In view of the fact that we will be operating without a Deputy Director for the foreseeable future, unless we amend Section II.E of the Administrative Policy, we will no longer be able to handle our check signing in-house.

On that basis, it is my

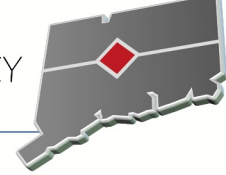
**RECOMMENDATION**

that your Committee

Recommend that the Agency Board amend Administrative Policy Section II.E by making the following changes (proposed deletions stricken out, proposed additions underlined):

"... All checks must have two authorized signatures. The Agency Chair, Treasurer, Executive Director and one additional individual designated by the PFP ~~Deputy Director~~ shall be the approved check signers. ..."

cc: Agency Board



## MEMORANDUM

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TO: Program, Finance and Personnel Committee  
 FROM: Carl J. Stephani, Executive Director  
 DATE: November 19, 2009

FOR AGENDA: December 3, 2009

SUBJECT: Temporary Salary Adjustments

Effective December 5, 2009, the Agency will no longer have a Deputy Director. The Deputy Director serves as our principal transportation planner. It may not be necessary to fill the Deputy Director position. To help make that determination in time to prepare for next year's budget, I would like to carry on the next few months without that position by assigning the Agency's transportation planning responsibilities as follows:

Staff Task	Michael Tonelli - Regional Planner	Francis Pickering - Regional Planner	John Tricarico - Transportation Assistant	Melon Wedick - Regional Planner
1	TIP	L RTP	Paratransit	DOT Liaison
2	TIC Coordination	Transit Development Plan	Fixed route transit	UPWP
3	STP-urban program	Freight and commuter rail	Dial-a-Ride Grants	Enhancement Program
4	ARRA	CMAQ	Section 5310	Public outreach/Participation
5	Intersection analyses	Transit Route planning	Jobs Access	Social Impact Reports
6	Traffic counting	Traffic simulation	LOCHSTP	CCPATH update

The staff is excited about taking on these new responsibilities, and I believe they will measure up to the challenge well. If so, I would plan to recommend amending their position descriptions with appropriate salary adjustments in next year's budget. In the meantime, because they will be handling responsibilities that are not specifically included in their current position descriptions, I would like to provide them with a 10% salary adjustment, which would be effective thru March of next year at which time we should be able to determine whether these new assignments are appropriate. In conjunction with these changes, it may be necessary in the next few months to hire a temporary Junior Planner to give support to the Regional Planners, but that would be only in the case of a demonstrated need.

On that basis, it is my  
 RECOMMENDATION

that your Committee

Authorize temporary 10% salary increases for the Transportation Assistant and Regional Planners effective December 6, 2009, thru March 27, 2010, in response to the new transportation planning responsibilities they have been assigned upon the departure of the Deputy Director.

cc: Agency Board, TIC

## BOARD POLICY

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SUBJECT: Agency Board Meeting Locations

NUMBER: 3

BACKGROUND: The Region includes seven towns. It is good for the members of the Agency Board to become familiar with each of the towns. One way to visit the different towns is to hold Agency Board meetings in different locations in each of the towns.

POLICY: From time to time the representatives of a member municipality may offer their municipality to host a meeting. ~~Each year the April and October meetings of the Agency Board will be held in a town other than the one in which the Agency offices are located. These towns will be selected in alphabetical order. To set up these meetings, the Agency Board representatives from the selected towns will jointly be responsible for:~~

1. Reserving the appropriate rooms
2. Purchasing and providing customary food and drinks
3. Preparing driving instructions to reach the meeting location

~~If the Agency Board representatives from any selected town jointly determine that it would not be convenient to hold the selected meeting in their town, they may decline to host the meeting, in which case the meeting will be held at the Agency offices.~~

DATE ESTABLISHED/REVISED: 11/06/03; 01091001/07/10

CHAIRPERSON'S INITIALS:

# CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY

*Serving Berlin, Bristol, Burlington, New Britain, Plainville, Plymouth, and Southington*

225 North Main Street, Suite 304  
Bristol, CT 06010-4993

Internet: <http://ccrpa.org>  
Fax/TDD: (860) 589-6950

Tel: (860) 589-7820  
or (860) 224-9888



November 16, 2009

Mr. Justin Malley  
Assistant Grants Administrator  
City of Bristol  
Bristol Development Authority  
111 North Main Street  
Bristol, CT 06010

Dear Mr. Malley:

This letter is to support the City of Bristol's request for \$396,647 of federal funds from the U.S. Environmental Protection Agency's National Clean Diesel Funding Assistance Program. The Bristol Diesel Emissions Reduction Project will provide a significant reduction in air pollutants in the City. Additionally, the educational component, in which the Central Connecticut Regional Planning Agency (CCRPA) will participate in, will extend the benefits of the Project to other municipalities within the central Connecticut region. The CCRPA views this initiative as a regionally significant project.

This proposal is consistent with the CCRPA's Plan of Conservation and Development 2007-2017 (adopted May 2007) and its recommendation to "*Promote efforts to establish cleaner fuel burning vehicles.*" The proposal is consistent with the Long-Range Transportation Plan 2007-2037 (adopted May 2007) and its goal to "*Support new technologies that save energy and reduce pollution,*" and the accompanying strategy to "*Capitalize on opportunities to combine transportation and environmental improvement projects.*" As the MPO for the central Connecticut region, this agency works to minimize the environmental effects of mobile emissions.

The CCRPA finds that this project is worthy of endorsement, based on its potential to improve air quality for Bristol and to extend the effect of this project for the entire region, and the agency is happy to support the City of Bristol's request for \$396,647 of federal monies to fund the Bristol Diesel Emissions Reduction Project. Please let me know if you have any questions. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Carl J. Stephani". The signature is written in a cursive style and is positioned above the printed name of the signatory.

Carl J. Stephani, CCRPA Executive Director

Cc: Agency Board

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## CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY

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225 North Main St. • Suite 304 • Bristol, CT 06010-4993 (860) 589-7820 (860) 224-9888  
FAX or TDD (860) 589-6950 E-Mail: [ccrpa@ccrpa.org](mailto:ccrpa@ccrpa.org) Web Site: [www.ccrpa.org](http://www.ccrpa.org)

November 18, 2009

The Honorable Christopher Dodd  
United States Senate  
Washington, DC 20510

Dear Senator Dodd:

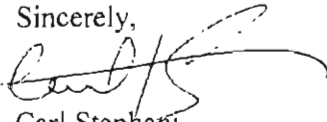
The Central Connecticut Regional Planning Agency (CCRPA) is the regional planning agency that includes the cities of New Britain and Bristol along with the municipalities of Berlin, Burlington, Plainville, Plymouth, and Southington. CCRPA is concerned with a number of issues including economic development, environmental planning, public transportation, and freight transportation. These issues are of course more than broad policy research areas; they are important concerns for the region's quality of life. Often times we forgot about how important freight transportation is to quality of life. No one likes congestion or road damage. No one enjoys the time lost in traffic or the emissions of excessive good movements on our highways.

Today, I ask your support for HR 1806 (without a Senate version at this time), the Freight Rail Capacity Expansion Act, at your earliest convenience. This legislation will help improve our economy and improve our transportation infrastructure. Transportation planning does affect quality of life. If we are able to move even a fraction of cargo off of our highways and onto our rails, it could make a world of difference. Imagine how much easier it would be to commute on I-91 or I-84.

It is also important that we preserve the balanced regulations of the Staggers Rail Act of 1980. If we rolled back the clock on these reasonable regulations our freight rail network would be horribly impacted. With most transportation groups and agencies projecting increase in freight growth up to, and beyond, 80 percent, imagine the impact as this region's residents try to drive through New Britain or Bristol.

We must promote a strong freight rail network and not revert back to less successful policies.

Sincerely,



Carl Stephani  
Executive Director

cc: Agency Board

Also sent to Joe Lieberman, Chris Murphy, and John Larson



## Go21 STATEMENT OF PRINCIPLES

Go21 is a non-profit, public interest organization dedicated to improving the quality of life for all Americans and building a stronger economy by promoting increased use of freight rail transportation as an alternative to continued reliance on an overcrowded highway system. Go21's mission is based on the following principles:

- State and federal transportation officials and others project that United States freight volumes will increase by more than 67 percent over twenty years;
- The nation's highways are already stretched to capacity;
- The efficient movement of goods is directly related to the strength of a nation's economy and its citizens' quality of life;
- Public policies promoting increased investment in freight rail infrastructure would result in increased freight rail hauling capacity;
- Expansion of freight rail hauling capacity would yield impressive public benefits by relieving worsening congestion, reducing highway costs, providing a critical intermodal link to international trade, and improving air quality and fuel efficiency; and
- Relatively modest public investments in freight rail infrastructure would yield an impressive return on investment in the form of savings to motorists, businesses, and taxpayers.

**I support the Go21 mission of building a stronger economy, reducing highway congestion, improving air quality, using tax dollars more efficiently, and improving quality of life by advocating for increased use of freight rail transportation.**

- Please list me as an individual supporter!**  
 **Please list my organization as a supporter!**

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Organization \_\_\_\_\_  
E-mail \_\_\_\_\_  
Fax \_\_\_\_\_  
Signature \_\_\_\_\_  
Date \_\_\_\_\_

**Please fax completed form to 703-519-4714.**