March 2010
CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY
FINANCIAL REPORT AND CASH FLOW STATEMENT

REVENUES	Budget	Current Month	Year To Date	Balance	% Received
Paratransit Administration/Contractor	990,000	0	717,124	272,876	72.44%
Paratransit Advertising	1,000	0	0	1,000	0.00%
Transportation Planning Grant	600,923	39,445	183,068	417,855	30.46%
Municipal Contributions	91,500	0	91,500	0	100.00%
Miscellaneous Revenues	4,200	77	34,156	-29,956	813.24%
CEDS - USEDA	64,000	0	16,000	48,000	25.00%
CEDS - Municipality	40,000	0	40,000	0	100.00%
CERT	8,000	4,000	9,467	-1,467	118.34%
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	191,194	63,966	74.93%
Pequabuck River Dam	100,000	0	50,000	50,000	50.00%
R5EPT	2,000	0	2,000	0	100.00%
Budgeted Revenues	2,158,783	43,522	1,334,510	824,273	61.82%
75.00% completed					

EXPENDITURES	Budget	Current Month	Year To Date	Balance	% Used
Salaries/Payroll Taxes/Workers Comp.	409,425	27,197	273,694	135,731	66.85%
Retirement/Administration	16,159	473	7,591	8,568	46.98%
Health/Life & ST Disability Insurance	111,883	7,010	83,006	28,877	74.19%
Directors & Officers/Liability/Bonding Ins.	5,000	0	5,000	0	100.00%
Accounting/Legal	12,560	0	9,000	3,560	71.66%
Paratransit Contractor	910,000	0	636,550	273,450	69.95%
Equipment Service Contracts/Maintenance	5,500	109	1,885	3,615	34.27%
Equipment/Software Purchases	28,800	224	10,804	17,996	37.51%
Rent	30,016	2,515	22,471	7,545	74.86%
Office Cleaning	3,800	250	2,500	1,300	65.79%
Office Renovations	1,500	0	1,500	0	100.00%
Telephone/Postage	6,500	997	3,997	2,503	61.49%
Supplies	9,500	89	2,122	7,378	22.34%
Conferences	4,500	3,704	4,906	-406	109.02%
Training/Workshops/Seminars	4,700	0	1,245	3,455	26.49%
Travel in State/Meetings/Forums	11,000	1,074	10,021	979	91.10%
Dues/Subscriptions	11,326	300	4,526	6,800	39.96%
Publications	300	0	0	300	0.00%
Advertising	4,000	286	817	3,183	20.43%
Pequabuck River Dam	90,000	14,524	16,884	73,116	18.76%
Berlin/NB Solid Waster - RPI	251,964	0	191,194	60,770	75.88%
Miscellaneous Expenditures	9,400	106	4,680	4,720	49.79%
Contingency	220,950	0	0	220,950	0.00%
Budgeted Expenses	2,158,783	58,858	1,294,393	864,390	59.96%

CASH ON HAND					
Checking Acct. Balance - BOA				19,845	
CT State Treas.Short-Term Investment Fund				4,138	
Money Market - BOA				20,618	
CD - Valley Bank				98,530	
CD - Thomaston Savings Bank				99,833	
CD - Webster Savings Bank				97,766	
CD - BOA				110,881	
	TOTAL CASH ON HAND			451,611	

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RESOLUTION NO. 050610A

A RESOLUTION OF THE CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY TO AUTHORIZE EXECUTION OF AGREEMENTS WITH THE CONNECTICUT DEPARTMENT OF ENVIRONMENTAL PROTECTION (DEP)

WHEREAS, the Central Connecticut Regional Planning Agency ("CCRPA," or "Agency") was established under state statutes by the enactment of local ordinances on March 17, 1966; and,

WHEREAS, the Agency is completing a contract with the Connecticut Department of Environmental Protection (DEP) to improve the habitat of the Pequabuck River; and,

WHEREAS, the project has been approved for completion by mid-2010; and

WHEREAS, due to inclement weather the project has been delayed and in is in the interests of both the CCRPA and the DEP to extend the duration of the project thru December 31, 2010;

NOW, THEREFORE, BE IT RESOLVED, that the CCRPA hereby authorizes the Agency's Chair, David Dudek, Vice Chair, John Pompei, or Executive Director Carl J. Stephani, to act on behalf of the Agency in negotiating and executing all appropriate and necessary contractual instruments with the Connecticut Department of Environmental Protection for the purpose of obtaining financial assistance to carry out a mutually agreed upon project in the Central Connecticut Region.

I, Donald A. Naples, the Secretary of the Central Connecticut Regional Planning Agency, do hereby certify this to be a true copy of the resolution appearing above and duly adopted at the regular meeting of the Central Connecticut Regional Planning Agency Governing Board on May 6, 2010, in Bristol, Connecticut, a quorum being present; and that it has not been rescinded, amended, or altered in any way, and that it remains in full force and effect

_____ _____

Donald A Naples, Secretary Date
Agency Governing Board

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MEMORANDUM

TO: Agency Board
FROM: Carl J. Stephani, Executive Director
DATE: May 5, 2010

FOR AGENDA: May 6, 2010

SUBJECT: Approval of Resolution 20100506A STIP/TIP Amendment of Project 0171-0350 – Moving the unexpended balance of $15,000 from the Preliminary Engineering phase to the Construction phase in ConnDOT Maintenance District 1

This project is for the installation of durable epoxy pavement markings on interstate routes within District 1. Estimated time frame is for July 1, 2010 – June 30, 2011. The unexpended ARRA funding from FY10 for Pavement Markings for Preliminary Engineering Phase is to be reobligated to the Construction Phase. The total amount of money to be moved is $15,000.00.

This ConnDOT proposed amendment has been discussed with the Chair of the Agency Transportation Improvement Committee and will not affect any other on-going transportation projects in the Region. On that basis, and to allow continued progress on this work, and all state TIP projects, it is our

RECOMMENDATION
That your Board
Approve the attached Resolution 20100506A

Attachments: Resolution No. 20100506A
Background Information

CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY
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RESOLUTION NO. 20100506A

A RESOLUTION OF THE CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY TO AMEND PROJECT 0171-0350 IN THE FISCAL YEAR 2010 TRANSPORTATION IMPROVEMENT PROGRAM FOR THE CENTRAL CONNECTICUT REGION

WHEREAS, the Central Connecticut Regional Planning Agency ("CCRPA," or "Agency") was established under state statutes by the enactment of local ordinances on March 17, 1966; and,
WHEREAS, the Agency's Transportation Improvement Program consists of a list of improvements recommended from the transportation system management and short-range element of the Regional Transportation Plan; and
WHEREAS, this program establishes guidelines for the development, content, and processing of cooperatively developed improvements to the transportation network in the Central Connecticut Planning Region;

NOW, THEREFORE, BE IT RESOLVED BY THE CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY that the fiscal year 2010 TIP program of improvements is hereby amended to move the unexpended balance of $15,000 from the Preliminary Engineering phase to the Construction phase of project number 0171-0350. This resolution is consistent with the air conformity statement adopted by the Central Connecticut Regional Planning Agency.

CERTIFICATION
The undersigned duly qualified Secretary/Treasurer of the Central Connecticut Regional Planning Agency certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Central Connecticut Regional Planning Agency held May 6, 2010.

_____ _____

Donald A. Naples, Secretary
Agency Governing Board

Date

REQUESTED CHANGES
(AMENDMENT)

Region	FACode	Proj#	TempP#	AQCd	Rte/Sys	Town	Description	Phase	Year	Tot$(000)	Fed$(000)	Sta$(000)	Loc$(000)	Comments	code for change
71	RR	0171-0350			VARIOUS	DISTRICT 1	EPOXY PAVEMENT MARKINGS ON INTERSTATE ROUTES	CON	2010	263	263	0	0	NEW PROJECT	5

REGIONS 5, 8, 9, 10, 11,

CODE KEY

01	Move projects from one year in the STIP to another year in the STIP
02	Fiscal constraint issues
03	Adjust existing projects for design schedule changes
04	Adjust existing projects for revised cost estimates
05	New Project
06	New Phase
07	Administrative Requirement
08	Delete phase
09	Delete project
10	Correction

STATE OF CONNECTICUT
ARTMENT OF TRANSPORTATION

PROJECT MEMORANDUM

DATE: 2/11/2010
(Rev. 7/01/09)

To: Raymond Godcher
Capital Services Division
Bureau of Finance & Administration

MOD # RPM

From: Alan White

SM Project ID: **DOT01710350SM**
PE Project ID:
RW Project ID:
CN Project ID: **DOT01710350CN**

Please Review Project Information and Estimate for Approval:

Project Description (short): 28 (30 Characters)	Interstate Pavement Markings
Project Description (long): 33 (254 Characters)	Installation of epoxy pavement markings in District I on various Interstate routes.

Justification: 459 (1333 Characters) Project Manager: A. White Project Engineer: (insert name here)	This project is for the installation of durable epoxy pavement markings on Interstate routes. The installation of epoxy markings will be to maintain delineation of existing travel lanes and shoulder markings and to maintain the retro-reflectivity of existing pavement markings in an acceptable condition. Estimated timeframe July 1,2010 - June 30,2011. ARRA funding from FY10 Pavement Markings unexpended balances and to be reobligated prior to 09/30/2010.

	Requested Schedule:		Approved Schedule:		Actual Schedule:	
	PE Auth		PE Auth		PE Auth	
	RW Auth		RW Auth		RW Auth	
☑ State ADV	FDP		FDP		FDP	
☐ Town ADV	DCD		DCD		DCD	
	ADV		ADV		ADV	

Estimates by Activity (Minor Phase):

Total EST in Core-CT	Estimate in Core-CT for RPM/MOD #	EST Amount Requested	Activity
$0	$0	~~$15,000~~	PE
$0	$0	$0	NF
$0	**$0**	**~~$15,000~~**	

Total EST in Core-CT	Estimate in Core-CT for RPM/MOD #	EST Amount Requested	Activity
$0	$0	$0	RW
$0	$0	$0	NF
$0	**$0**	**$0**	

Activity	Total EST in Core-CT	Estimate in Core-CT for RPM / MOD#	EST Amount Requested
CT	$0	$0	$247,693 ~~$247,693~~
CG	$0	$0	$0
IN	$0	$0	$0
NI	$0	$0	$0
NF	$0	$0	$0
UT	$0	$0	$0
RF	$0	$0	$0
SF	$0	$0	$0
TF	$0	$0	$0
CM	$0	$0	$0
	$0	**$0**	**$247,693** ~~$247,693~~

Preceding MOD #		Current MOD #	RPM	Total EST Amount in Core-CT for All Phases	$247,693 $0
Preceding MOD Amt	$0	Current MOD Amt	$247,693 $0		

Approved By:

Sign	Manager	Sign	Raymond G. Godcher
Sign	Director / Administrator	Sign	Michael W. Lonergan

4/9/10 4-13-10 4/15/10

Preliminary Engineering Estimates by Activity / Fund / SID: RPM **Project ID** 0

Proj Type	Activity	Federal Amount	Fed Fund	Fed SID	Source Type	State Amount	State Fund	State SID	Source Type	Other Amount	Other Fund	Other SID	Source Type
PE	PE0000	~~$15,000~~	~~12062~~	~~29014~~	~~ZRRAZ~~								
PE													
PE													
PE													
		~~$15,000~~				$0				$0			
PE SUM:		**~~$15,000~~**											

Rights of Way Estimates by Activity / Fund / SID: RPM **Project ID** 0

Proj Type	Activity	Federal Amount	Fed Fund	Fed SID	Source Type	State Amount	State Fund	State SID	Source Type	Other Amount	Other Fund	Other SID	Source Type
RW	RW0000												
RW													
RW													
RW													
		$0				$0				$0			
RW SUM:		**$0**											

Construction Estimates by Activity / Fund / SID: RPM **Project ID** DOT01710350CN

Proj Type	Activity	Federal Amount	Fed Fund	Fed SID	Source Type	State Amount	State Fund	State SID	Source Type	Other Amount	Other Fund	Other SID	Source Type
CN	CT0000	~~$247,693~~	12062	29014	ZRRAZ								
CN		$262,693											
CN													
CN													
CN													
CN													
CN													
CN													
CN													
CN													
CN													
CN													
CN													
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CN													
CN													
CN													
		~~$247,693~~ $262,693				$0				$0			
CN SUM:		**~~$247,693~~**											

Budgets by Activity (Minor Phase):

DOTPE Budget in Core-CT	Activity
$0	PE
$0	NF
$0	

DOTRW Budget in Core-CT	Activity
$0	RW
$0	NF
$0	

Activity	DOTCN Budget in Core-CT
CT	$0
CG	$0
IN	$0
NI	$0
NF	$0
UT	$0
RF	$0
SF	$0
TF	$0
CM	$0
	$0

To: Maribeth C. Wojenski
Bureau of Policy and Planning

TIP/STIP~Action and Amendment Details

4/15/10

Project No	Region	Route	Town	Description	Project Manager
0171-0350	District 1	Various	District 1	Epoxy pavement markings, Interstate routes	White, Alan (860) 594-2614

Phase	Year	FA CODE	TOTAL	FEDERAL	STATE	Fiscal impact:	2010	2011	2012	2013	FYI
PE	2010	ARRA	0	0	0		-15,000	0	0	0	0

Revision Code: 08-Delete phase

action	Delete PE phase

0171-0350 PE Phase Total: 0 Federal Share: 0 State Share: 0

Phase	Year	FA CODE	TOTAL	FEDERAL	STATE	Fiscal impact:	2010	2011	2012	2013	FYI
C	2010	ARRA	262,693	262,693	0		15,000	0	0	0	0

Revision Code: 11-Financing/Funding revision

action	Increase CON phase using funds previously designated for the PE phase

0171-0350 C Phase Total: 262,693 Federal Share: 262,693 State Share: 0

- 01-Move project to another year
  - a - Funding limitations
  - b - Outstanding ROW issue
  - c - Outstanding Permit
  - d - Other (Specify)

  Comments:
- 02-Fiscal constraint
  - a - Funding fully programmed
  - b - State match not available
  - c - Local match not available
  - d - Other

  Comments:
- 03-Design schedule change
  - a - Permit issue
  - b - CTDOT staffing issue
  - c - Local staffing issue
  - d - ROW issue
  - e - Other

  Comments:
- 04-Revised cost estimate
  - a - Increase due to inflation
  - b - Increase due to (specify)
  - c - Decrease due to (specify)
  - d - Other

  Comments:
- 05-New project
  - a - Project requested by (specify)
  - b - Copy of RPM attached

  Comments:
- 06-New phase
  - a - PE phase required
  - b - ROW phase required
  - c - CON phase required

  Comments:
- 07-Administrative requirement
  - a - Add AC entry
  - b - Other

  Comments:
- X 08-Delete phase
  - a - Phase not required
  - b - Phase changed to State funds
  - c - Phase changed to Local funds
  - d - Other

  Comments: See attached project mod.
- 09-Delete project
  - a - Not supported by State
  - b - Not supported by Region
  - c - Not supported by Town
  - d - Change to State funded
  - e - Change to Local funded
  - d - Other

  Comments:
- 10-Correction

  Comments:
- 11-Financing/Funding revision
  - a - Due to project schedule
  - b - Due to funding availability
  - c - Other

  Comments:

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MEMORANDUM

TO: Program, Finance and Personnel Committee
FROM: Carl J. Stephani, Executive Director
DATE: April 6, 2010

FOR AGENDA: May 6, 2010

SUBJECT: Employee Pension Plan Board of Trustees

The Agency sponsors a defined contribution retirement savings plan for its employees under a program originally offered by Aetna Life Insurance and Annuity Company, and currently managed by the ING Life Insurance and Annuity Company. The "Adoption Agreement" for the Plan identifies the three "Trustees" who were responsible for overseeing the administration of the Plan when it was established on July 1, 1973.

The Trustees, who meet once or twice a year, have changed from time to time until last year when they were John Pompeii, Morgan Seelye, and David Dudek (ex officio as Chair of the PFP). With Morgan Seelye's resignation we are down to two Trustees (John Pompei and Stephen Mindera [ex officio as PFP Chair]).

Section 7.9© of the Plan states that "upon the ... resignation ... of any Trustee, a successor may be appointed by the Employer .... Until such successor is appointed, the remaining Trustee, or Trustees, shall have full authority to act under the terms of the Plan." The Plan puts no limits on the number of Agency Board members who can serve as Trustees.

To simplify Pension Board management, the PFP could be designated to serve as the Pension Board of Trustees. Making that change would require a change to the Agency Bylaws which currently state that: " there should be three Trustees for the Pension Plan, and ... one of them should be the Chair of the Program, Finance, and Personnel Committee" (Bylaws Article VI Section F).

On that basis, it is my

RECOMMENDATION

that your Committee

Recommend that the Agency Board either:

1. Appoint David Dudek to serve on the Pension Plan Board of Trustees to fill the vacancy resulting from Morgan Seelye's retirement; or,
2. Amend the Agency's Bylaws to designate the PFP as the Pension Board of Trustees

cc: Agency Board

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MEMORANDUM

TO: Program, Finance and Personnel Committee
FROM: Carl J. Stephani, Executive Director
DATE: April 29, 2010

FOR AGENDA: May 6, 2010

SUBJECT: Transportation Planner Position

With the departure of Michael Tonelli, we have a Regional Planner vacancy that we need to fill. The proposed budget shows the position as a "Transportation Planner." We don't have a valid classification description for a Transportation Planner. In anticipation of next year's budget, we have advertised to fill this vacancy using the attached draft Transportation Planner description which relates directly to the proposed budget.

On that basis, it is my

RECOMMENDATION

that your Committee

Recommend that the Agency Board amend the Personnel Policy to replace the existing Transportation Planner classification description with the one that is attached.

cc: Agency Board

Attachment: Transportation Planner Classification Description

POSITION DESCRIPTION
TITLE: Transportation Planner

Minimum Knowledge/Qualifications:
Bachelors degree from an accredited college in regional, city, or transportation planning, plus one year of planning experience; or a bachelors degree in a closely related field and two or more years of similar experience; or other combinations of education and experience which may be judged equivalent by the Executive Director

General Duties:
- Completes transportation, land use, and economic development planning projects
- Coordinates with Connecticut Department of Transportation regarding the Statewide Transportation Improvement Program (STIP) and the Regional Transportation Improvement Program (TIP)
- Completes land use and zoning referral reviews
- Collects, analyses, and shares data with public/private organizations
- Represents the Agency on various committees, coalitions, etc.
- Backs up other staff in relation to economic development, homeland security, and legislative assignments
- Assists with GIS and website projects
- Organizes, analyzes, and retrieves data
- Prepares reports, statistical analyses, and other informational documents
- Communicates ideas in oral and written form
- Understands land use base studies, land subdivision practices, land use-transportation interrelationships, planning, zoning, transportation analysis techniques, planning/programming procedures, and intelligent transportation systems
- Participates in all appropriate Agency and outside organizational meetings
- Performs other duties as assigned

Special/Knowledge/ Skills/Abilities:
- Ability to touch-type 40 wpm, proficiency with word processing, spreadsheet, data processing, and GIS software
- Physical and legal ability to travel from site to site and carry out all assigned duties

Supervised by: Senior Planner
Supervision exercised: None

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MEMORANDUM

TO: Program, Finance and Personnel Committee
FROM: Carl J. Stephani, Executive Director
DATE: April 29, 2010

FOR AGENDA: May 6, 2010

SUBJECT: Requests for Board Concurrence with Staff Endorsement Letters

From time to time we receive requests for endorsements of projects for which our member towns are seeking grant funding (see attached list). When time allows, such requests are put on the Agency Board meeting agenda for approval. However, on occasion some requests are received without sufficient time to delay a response until the next Board meeting. In such cases, whenever I have felt the request to be consistent with Agency Goals, Objectives, Policies, and Plans, I have signed an endorsement and put the letter of endorsement on the immediate following Board agenda for the Board to indicate it's concurrence with the support expressed in my letter. None of such endorsement letters has ever been objected to by any Board member.

At the last Agency Board meeting it was suggested that a more rigorous procedure be employed in such cases, for example, by requiring prior approval of the Agency Board Chair, or, establishment of an Executive Committee to meet to consider such requests. On that basis, it is my

RECOMMENDATION

that your Committee

Discuss the handling of requests for letters of endorsement when such requests are received with insufficient time to delay action on them until the next Agency Board meeting, and make an appropriate recommendation to the Agency Board for action, if necessary.

cc: Agency Board

Attachment: Board Concurrences Requested by Staff since January 2001

BOARD CONCURRENCES REQUESTED BY STAFF SINCE JANUARY 2001		
Year	Month	Subject
2001	May	Southington Open Space Grant Application
2002	June	Burlington "Mitral" water facility project
	Dec.	Connecticut River Initiative Coalition
2005	June	Berlin open space grant application
2007	June	Southington CDBG Application
	Sept.	Danbury Rest Area Improvements; addition of a Torrington Rest Area
2008	Feb.	Bristol Centre Mall appropriation request
	April	Southington Recreational Trail Program Application
	Sept.	Bristol Recreational Trail Grant application Plainville Open Space Grant application
2009	March	Bristol Congressional Appropriation for engineering for Copper Mine Brook flooding
	May	Plainville - Small Cities Grant for Whiting Street Sidewalk Replacement Plymouth - Small Cities Housing Rehabilitation Program grant Plymouth - High Priority Program funding application for operational improvements at the intersection of Routes #6 and #72 Plainville - High Priority Program funding application for Camp Street and Town Center Enhancements New Britain - High Priority Program funding application for Broad Street
	Dec.	Bristol's Diesel Emissions Reduction Project GO21 Statement of Principles - increased use of freight rail transportation
2010	April	Plymouth State Small Cities program for housing rehabilitation

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MEMORANDUM

TO: Agency Board
FROM: John C. Tricarico, Transportation Assistant (Secretary to the Sec.5310 Application Review Advisory Committee)
FOR AGENDA: May 6, 2010
DATE: April 22, 2010

SUBJECT: Recommendation for Sec. 5310 Grant Award

Since 1975 the Connecticut Department of Transportation (ConnDOT) has been given Federal funds for the purchase of (at least) one van for the transport of senior and disabled citizens in each of the State's 15 Planning Regions.

There is no single organization in each of the fifteen State Planning Regions that would be appropriate to receive these funds; therefore, ConnDOT needs to decide which organization should receive a van in each Region.

ConnDOT, however, does not want to award these vans without a recommendation from the Region as to which organization should receive the van(s).

To formulate our Agency's recommendation, ConnDOT asks that we:

1. Invite interested organizations in the Region to apply for a van;
2. Prioritize the requests we receive using evaluation criteria provided by ConnDOT; and,
3. Submit our prioritized list to ConnDOT for their final determination as to the award of the Region's van(s) - ConnDOT is not bound to follow the Agency's recommendation.

To comply with step #1 above, earlier this year we mailed notices of the opportunity to apply for a van to all of our former van recipients, and to other related organizations with which we have worked in the past. As a result we received applications from six agencies.

Step #2 in the process requires that we evaluate and prioritize these applications. The evaluation criteria ConnDOT gives the RPOs are qualitative (see attached "Evaluation Scoring Form"). To provide you with a starting point, the application review advisory committee consisting of Melon Wedick and John Tricarico, CCRPA staff, with the assistance of Robley Newton, Department of Social Services (DSS) and Chair of the Regions ADA Advisory Committee, has reviewed each application in relation to the ConnDOT criteria and calculated the following scores for the six agencies involved; it is within your purview to modify any of the scores the staff has assigned to these evaluations:

	Score
Town of Plymouth	74
Town of Plainville Senior Center	64
Bristol Community Organization	61
City of New Britain Senior Center	60
New Britain CCARC	53
Town of Burlington	53

Copies of the scoring sheets are available on the Agency's website, and complete copies of the applications are available upon request.

On that basis, it is our

RECOMMENDATION,

that your Board,

Recommend that ConnDOT award the Central Connecticut Region Sec. 5310 2010 grant to the organization(s) below in the following order subject to the availability of funds:

1. Town of Plymouth
2. Town of Plainville Senior Center
3. Bristol Community Organization
4. City of New Britain Senior Center
5. New Britain CCARC
6. Town of Burlington

Attachments: List of Section 5310 Prior Recipients
Blank Evaluation Scoring Sheet

Discussion
Over the past the past several years the following agencies have received Section 5310 grants:

FY 2009	Town of Berlin
FY 2008	Calendar House – Southington CCARC – New Britain Dept. of Community Services – Berlin Bristol ARC
FY 2007	Bristol Community Organization American Red Cross – New Britain Bristol ARC
FY 2006	Bristol ARC American Red Cross
FY 2005	CCARC – New Britain Plainville Senior Center Calendar House – Southington
FY 2004	Bristol Community Organization Bristol ARC Town of Burlington
FY 2003	CCARC- New Britain Bristol ARC New Britain Senior Center
FY 2002	Plymouth Social Services Berlin Senior Center Bristol Community Organization

The criteria listed shall be used as a point system in evaluating all applications.

Legal Notice, Complete Application and Submission Deadline met
Pass or Fail

Eligibility for Replacement
Has the vehicle proposed for replacement reached its useful life for either age or mileage?
(Van: 4 years or 100,000 miles) (Bus: 5 years or 125,000)
Pass or Fail

Planning Process (maximum 9 points)
Participated in the LOCHSTP process – 1 point
Fills a gap identified through the LOCHSTP process – 5 points
Provides service to a priority target group/agency identified by LOCHSTP – 3 points

Experience of Applicant Organization (maximum 2 points)
Applicant already provides transportation service to clients in the target population – 2 points

Excessive Maintenance (maximum 5 points)
Vehicle does not meet minimum useful life requirements (4 years or 100,000 miles for a van or 5 years 125,000 for a bus) but needs to be replaced due to excessive maintenance. – 5 points

Replacement of Equipment (Bus) Mileage and Age (maximum 5 points)

Mileage	5 years	6years	7+ years	8+ years
90,000+	1	1	2	3
100,000+	2	2	3	4
110,000+	3	3	4	5
120,000+	5	5	5	5
130,000+	5	5	5	5

Replacement of Equipment (Van) Mileage and Age (maximum 5 points)

Mileage	4years	5years	6+ years	7+ years
80,000+	1	1	2	3
90,000+	2	2	3	4
100,000+	4	4	5	5
110,000+	5	5	5	5
120,000+	5	5	5	5

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DRAFT

May 6, 2010

Lisa Metayer
Executive Assistant
Town Manager's Office
Town of Plainville
One Central Square
Plainville, CT 06062

Re: Town of Plainville - 2010 Small Cities Grant Application

Dear Lisa Metayer:

The Central Connecticut Regional Planning Agency is pleased to give our full support to the application of the Town of Plainville to the Connecticut Department of Economic and Community Development to obtain a $300,000 2010 Small Cities Grant for the enhancement of its housing rehabilitation program.

The Town's proposal for housing rehabilitation will target qualifying residents and areas, and will be consistent with the goals of the Region's May 3, 2007 Plan of Conservation and Development. As noted on page 9 of the Plan, the Region supports:

"The provision of a wide range of housing types to fill the varied needs of the region's citizenry… the preservation of the existing housing stock for renters and owners [and] stabilization efforts to preserve viable residential neighborhoods."

Please let me know if you need any additional information from the Agency, and thank you for your Town's continued good work to improve the housing stock of the Region.

Yours very truly,

Carl J. Stephani
Executive Director

Cc: Agency Board

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April 15, 2010

Department of Environmental Protection
Open Space and Watershed Land Acquisition Grant Program
Office of Constituent Affairs/Land Management
79 Elm Street, 6th Floor
Hartford, CT 06106-5127

Re: City of Bristol - Community Garden Initiative Grant

To Whom It May Concern:

The Central Connecticut Regional Planning Agency is pleased to give its full support to the City of Bristol's application for a $10,180 Community Garden Initiative Grant from the Connecticut Department of Environmental Protection for the enhancement of the Bristol Community Garden located at the Beals Senior and Community Center in Bristol, Connecticut.

The Town's proposal to enhance the Community Garden is consistent with the goals of the Region's May 3, 2007 Plan of Conservation and Development. The Central Connecticut Regional Planning Agency supports the efforts of the City of Bristol to make improvements to this valuable piece of open space that will enhance its use for passive recreation for the citizens of Bristol.

Please let me know if you need any additional information from the Agency.

Yours very truly,

Carl J. Stephani
Executive Director

cc: Agency Board
City of Bristol

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Grant Source Background

The Connecticut Department of Environmental Protection (CT DEP) established the Urban Green and Community Garden Initiative to support community access to green areas. The Initiative provides funds for community garden development. The program aims to serve all urban residents and especially targets children, families, and/or the elderly. Grants are limited to municipalities classified by the State as "distressed" or "targeted".

Project Description

The City of Bristol will seek grant funding from the CT DEP Urban Green and Community Garden Initiative to enhance the Bristol Community Garden located at the Beals Senior and Community Center. The City will use grant funds to purchase six 8-foot by 4-foot raised garden beds designed for elderly and handicapped residents. These new garden beds will complement six raised beds currently in place at the Bristol Community Garden. In addition, grant funding will be used to purchase framing materials to clearly define 24 ground garden plots that measure 16 feet by 16 feet. The framing will enhance the Bristol Community Garden's appearance, clearly delineate each garden plot, make it easier to control overgrowth between garden plots, and allow residents to till individual garden plots. City of Bristol personnel will construct and install the raised garden beds and garden plot frames.

Funding Request

The City will request $10,180 through the CT DEP Urban Green and Community Garden Initiative to purchase six 8-foot x 4-foot raised garden bed kits and framing materials for 24 garden plots measuring 16 feet by 16 feet.

City Match

A 35% City match is required. This match, totaling $3,563, can be met through a combination of in-kind services and City cash match funds. The in-kind services will be provided by City of Bristol personnel who will construct and install the raised garden beds and garden plot frames. The City must appropriate the remaining $2,638.88 as a cash match. Community Garden registration fees, totaling up to $540 annually, may be used to help meet the cash match requirement.

In-Kind Match	City Cash Match	Total City Match
$924.12	$2,638.88	$3,563.00

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April 15, 2010

David Stygar
Department of Environmental Protection
Land Acquisition and Management
79 Elm Street, 6th Floor
Hartford, CT 06106-5127

Re: Town of Plymouth - North Street CT Water Company reservoir purchase

Dear Mr. Stygar:

The Central Connecticut Regional Planning Agency is pleased to give its full support to the Town of Plymouth's application for a Land Acquisition from the Connecticut Department of Environmental Protection for the purchase of the 177 acre Connecticut Water Company reservoir located at North Street in Plymouth, Connecticut.

The Town has joined with Connecticut Water Company in a collaborative effort to insure that this valuable parcel is preserved as open space so that current residents and future generations will be able to enjoy the natural beauty of the parcel. This 177 acre parcel is a significant open space parcel that would provide much needed passive recreational opportunities which include fishing, boating, bird watching, cross-country skiing, hiking and wildlife viewing. It will also allow for continued use of the parcel's trails, which are connected to the Town's existing network of trails.

Equally important is the strong management and protection of the water source, as well as the wetlands that originate on the parcel, which collectively empty into the Naugatuck River. It is important to provide for the permanent protection of this parcel which is a key, large parcel in the Naugatuck River watershed. This purchase would encourage a renewal of passive recreation in the Town which has suffered since the loss of its only natural recreational site which was replaced by a major housing development.

This purchase would be consistent with the goals of the Region's May 3, 2007 Plan of Conservation and Development. The Central Connecticut Regional Planning Agency strongly supports the acquisition of this valuable piece of open space. Please let me know if you need any additional information from the Agency about this application.

Yours very truly,

Carl J. Stephani
Executive Director

cc: Agency Board
Mayor Festa

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MEMORANDUM

TO: Agency Board
FROM: Carl J. Stephani, Executive Director

DATE: April 29, 2010

FOR AGENDA: May 6, 2010

SUBJECT: Sustainable Communities Planning Grant Program

In the 2010 Federal Budget, Congress provided a total of $150 million to HUD for a Sustainable Communities Initiative to improve regional planning efforts that integrate housing and transportation decisions, and increase the capacity to improve land use and zoning. Of that total, approximately $100 million will be available for regional integrated planning initiatives through HUD's Sustainable Communities Planning Grant Program.
(see http://portal.hud.gov/portal/page/portal/HUD/program_offices/sustainable_housing_communities/grant_program)

The HUD guidelines for this program encourage multi-regional applications. Agency staff has met with staff from CRCOG and the Pioneer Valley Planning Commission (Springfield, MA) to discuss concepts for applying for up to $3 million from this Federal program for a project to benefit the Region.

Agency staff is currently completing the required preparatory Federal registration process to participate in this program. A part of that process requires the Agency Governing Board to authorize the submission of a grant application.

Staff would like to submit an application for some of this planning grant funding. We will attempt to have more specifics regarding this potential project at next week's meeting. Nevertheless, in order to enable staff to continue with the Federal grant application registration process, it is my

RECOMMENDATION

that your Board

Authorize the Executive Director to submit an application for a grant of up to $3 million from the US HUD Sustainable Communities Planning Grant Program for a project to promote the coordinated development of the Region.

Discussion

If we are required to submit an application prior to our next Board meeting on June 3rd, we will send each Board member a copy of the application and ask if any Board member would like to hold a special meeting to discuss it. If the deadline falls after June 3rd, we will return to your Board with an opportunity to discuss the grant application further at that time.

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MEMORANDUM

TO: Program, Finance and Personnel Committee
FROM: Carl J. Stephani, Executive Director
DATE: April 29, 2010

FOR AGENDA: May 6, 2010

SUBJECT: Executive Director's Performance Evaluation

Personnel Policy Section IV.D.1 requires that the "PFP ... conduct an annual evaluation of the Executive Director." It is customary to complete all Agency performance evaluations in the month of April. To facilitate your completion of my performance evaluation I have enclosed a blank Performance Evaluation Form for your use; please bring it to the May 6, 2010, PFP meeting.

On that basis, it is my

RECOMMENDATION

that your Committee

Approve a motion to move into Executive Session to complete your review my job performance and determine my rating score for salary adjustment purposes:

90+ = full performance increase
80-89.99 = 75% performance increase
70-79.99 = 50 % performance increase
60-69.99 =25% performance increase
Below 60 =no performance increase

Discussion

The PFP Committee is permitted to move into Executive Session to conduct an employee performance review. An Executive Session allows you to meet with no one other than the PFP Committee members present. The proposed budget allows up to a 2% increase for recognition of above average performance, which this year will only be available to the Executive Director and the Office Manager/Bookkeeper because all other positions are being re-classified with appropriate salary changes.

Attachment: Blank Performance Evaluation Rating Form

cc: Agency Board

PERFORMANCE APPRAISAL FORM

Employee Name: Carl Stephani Title: Executive Director

Supervisor Name: PFP Committee Title: PFP Committee

Review Period Start Date: 4/1/2009 End Date: 4/1/2010

This Form is composed of three Sections: (1) Job Classification Performance - General Duties; (2) Job Classification Performance - Special Skills/Abilities; and, (3) Behavioral Performance. Each Section of the form is completed separately, and the ratings from each section are averaged to calculate an overall rating. The following rating scale is used throughout:

Exceptional Performance	9+	Needs Improvement	6-6.9
Very Good	8-8.9	Unacceptable	<6
Satisfactory	7-7.9		

SECTION I: Job Classification Performance - General Duties

	Serves as the chief administrator of the Agency and has responsibility for implementing the policies of the Agency and its Committees.
	Overall planning, direction, and coordination of the Agency's staff members.
	Serves as the Agency's primary communication liaison with all levels of government, the private sector, and serves as its chief spokesperson with the news media.
	Coordinates Agency operations with municipal, state, and other agencies.
	Advertises for applicants, screens, and hires new employees.
	Conducts or supervises all personnel matters, including recommended staff appointments, evaluations, assignments/reassignments of duties, supervises selected staff members (i.e., may assign supervision to certain staff members), recognizes good staff performance and conducts positive discipline steps, as well as implements suspensions and terminations of employees.
	Conducts overall quality assurances of all staff oral, written, financial, and mapping products.
	Total Score for this 7 category section
	Average Score for this Section

SECTION II: Job Classification Performance - Special Skills/Abilities

	Overall office management and administration on behalf of the Agency.
	Vision and ability to harmonize diverse groups, energize others, and achieve effective inner-agency relations with innovation, creativity, and dynamic leadership.

	Prepares or directs the preparation of short range and long range programs as well as initiates new activities.
	Directs the preparation of Agency budgets and oversees the control of expenditures.
	Oversees the content of various Agency studies and Central Connecticut Plan of Conservation and Development updates.
	Guides implementation of physical, social and economic development strategies.
	Directs grant applications, negotiates, and grant oversight.
	Develops consultant Requests For Proposals/Qualifications.
	Ability to effectively organize/retrieve data and conduct general financial reviews of selected programs.
	Effective preparation of reports, statistical analyses, and other informational materials.
	Ability to communicate ideas persuasively in both oral communications and in written materials.
	Interprets states statutes, case law, local ordinances, etc. as they apply to advisory reports from the Agency or in service to public officials and citizens.
	Directs the provision of technical assistance communities in the region on planning, zoning, site plan review and related matters.
	Prepares Agency and Committee Agenda and attends all appropriate Agency and outside organization meetings.
	Overall responsibility for CCRPA staff Affirmative Action program.
	Signs checks, approves staff timesheets, expenditure invoices, etc.
	Prepares or directs the preparation of the Agency's Annual Report
	Knowledgeable regarding environmental protection, natural resource, and historic preservation issues and opportunities.
	Oversees the maintenance of the Agency's records, reports, maps, etc.
	Has the physical and legal capability to travel from site to site and carry out all assigned duties.
	Other duties as assigned.
	Total Score for this 19 category Section
	Average Score for this Section

SECTION III: Behavioral Performance

Communications			
	Expresses verbal ideas and thoughts		Selects and uses appropriate communication methods
	Expresses written ideas and thoughts		Keeps others adequately informed
	Exhibits good listening and comprehension		
Job Knowledge			
	Competent in required job skills and knowledge		Displays understanding of how job relates to others
	Exhibits ability to learn		Requires minimal supervision
	Keeps abreast of current developments		
Planning & Organization			
	Prioritizes and plans work activities		Sets goals and objectives
	Uses time efficiently		Works in an organized manner
	Integrates changes smoothly		
Quality of Work			
	Demonstrates accuracy and thoroughness		Applies feedback to improve performance
	Displays commitment to excellence		Monitors own work to ensure quality
	Looks for ways to improve and promote quality		
Quantity of Work			
	Meets productivity standards		Works quickly
	Completes work in timely manner		Achieves established goals
	Strives to increase productivity		
Attendance and Punctuality			
	Schedules time off in advance		Ensures work responsibilities are covered when absent
	Begins and ends work at appropriate time		Arrives at meetings and appointments on time
	Keeps absences within guidelines		

Business Ethics			
	Treats people with respect		Works with integrity and ethically
	Keeps commitments		Upholds organizational values
	Inspires the trust of others		
Cooperation			
	Establishes and maintains effective relations		Offers assistance and support to co-workers
	Exhibits tact and consideration		Works cooperatively in group situations
	Displays positive outlook and pleasant manner		
Initiative			
	Volunteers readily		Looks for/takes advantage of opportunities
	Undertakes self-development activities		Asks for help when needed
	Seeks increased responsibility		
Dependability			
	Responds to requests for service and assistance		Commits to doing the best job possible
	Follows instructions, responds to management direction		Keeps commitments
	Takes responsibility for own actions		
	Total Score for this 50 category Section		
	Average Score for this Section		
	Total of the three averages of the three sections		
	FINAL SCORE (average score of all three Sections)		

Employee comments (optional):

Supervisor's comments (optional):

Supervisor: _____ Date: _____

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MEMORANDUM

TO: Program, Finance and Personnel Committee
FROM: Carl J. Stephani, Executive Director
DATE: April 29, 2010

FOR AGENDA: May 6, 2010

SUBJECT: Personnel Policy Amendment - Budget-related Classification Description changes

At your regular meeting on April 1, 2010, we reviewed proposed changes to existing Classification Descriptions to create several new ones (Senior Planner, Transportation Planner, and Transit Programs Manager). Since that meeting the draft Classification Descriptions have been edited slightly to provide more consistency and parallelism, and editorial changes to the two other Descriptions (Executive Director and Office Manager/Bookkeeper) have been made. Copies of the updated versions of all those Classification Descriptions, except for the Transportation Planner, are attached for your review. It is intended that those descriptions would be approved by the Agency Board at its June 3rd meeting simultaneous with the adoption of the FY2010-2011 Agency Budget. The Transportation Planner Classification Description is on a separate track to allow it to be approved at the May 6th meeting and be utilized in the currently on-going recruitment process for hiring a replacement for the Regional Planner who recently resigned (Michael Tonelli).

On that basis, it is my

RECOMMENDATION

that your Committee

Review the attached updated Classification Descriptions and recommend them to the Agency Board for amendment into the Personnel Policy at the June 3rd Agency Board meeting - when the FY2010-2011 Budget will be adopted - so that the budget can go into effect on July 1st, and the new Classification Descriptions/salaries in the next full pay-period immediately thereafter.

cc: Agency Board

Attachments: Updated Classification Descriptions (6)

POSITION DESCRIPTION

TITLE: Executive Director

Minimum Knowledge/Qualifications:

Masters degree from an accredited college in city or regional planning plus eight or more years of increasingly responsible experience, or a masters degree in a closely related field and ten or more years of similar experience; or, other combinations of education and experience which may be judged equivalent by the Agency Board

General Duties:

- Serves as the chief administrator of the Agency and has responsibility for implementing the policies of the Agency and its Committees
- Overall planning, direction, office management and administration and coordination of the Agency's staff
- Serves as the Agency's primary communication liaison with all levels of government, the private sector, and serves as its chief spokesperson with the media
- Coordinates Agency operations with municipal, state, and other agencies
- Advertises for applicants, screens, and hires new employees
- Conducts or supervises all personnel matters, including staff appointments, evaluations, assignments/reassignments of duties
- Recognizes good staff performance and imposes appropriate discipline, including suspensions and terminations of employees
- Conducts overall quality control over all staff oral, written, financial, and map products
- Serves as Agency representative to numerous municipal, regional, statewide, and national agencies, boards, commissions, and committees
- Interprets state statutes, case law, local ordinances, etc. as they apply to advisory reports from the Agency or in service to public officials and citizens
- Directs the provision of technical assistance to communities in the region on planning, zoning, site plan review and related matters
- Prepares Agency and Committee Agenda and attends all appropriate Agency and outside organizational meetings
- Signs checks, approves staff time sheets, expenditure invoices, etc.
- Oversees the preparation of the Agency's Annual Report
- Prepares or directs the preparation of short and long-range plans and programs reports, statistical analyses, and other informational materials, and initiates new activities
- Directs the preparation of Agency budgets and oversees the control of expenditures
- Guides implementation of physical, social or economic development strategies
- Oversees grant applications, negotiations, and grant administration
- Prepares consultant Requests For Proposals/Qualifications
- Oversees the maintenance of the Agency's records, reports, maps, etc.
- Performs other duties as assigned by the PFP Committee

Special/Knowledge/ Skills/Abilities:

- Physical and legal ability to travel from site to site and carry out all assigned duties
- Ability to touch-type 40 wpm, proficiency with word processing and familiarity with spreadsheet, data processing, and GIS software
- Vision and ability to harmonize diverse groups, energize others, and achieve effective inter-agency relations with innovation, creativity, and dynamic leadership
- Ability to effectively organize/retrieve data and conduct general financial reviews of programs
- Effective
- Ability to communicate ideas persuasively in both oral and written form
- Knowledgeable regarding environmental protection, natural resource, economic development, and historic preservation issues and opportunities

Supervised by: Program, Finance & Personnel Committee

Supervision exercised: Senior Planners and Office Manager/Bookkeeper

POSITION DESCRIPTION
TITLE: Office Manager/Bookkeeper

Minimum Knowledge/Qualifications:
Associate degree from an accredited college plus one or more years of bookkeeping and office management experience, or three or more years of similar experience; a moderate level of general computer literacy with Microsoft Word, Excel, Outlook, QuickBooks, and Windows; or other combination of education and experience which may be judged equivalent by the Executive Director

General Duties:

Bookkeeping

- Handles year-end closing along with W-2 , W-3 & 1099 filings in a timely manner
- Has accounting responsibilities for the Agency and its programs, and serves as the Agency's liaison with the Auditor
- Maintains filing of both paper and electronic documents as outlined in the Records Retention Policy for all accounting transactions
- Maintains systematic oversight of all financial aspects of Agency contracts and grants; reviews time sheets, prepares bi-weekly payrolls, quarterly taxes, pays bills, makes monthly contributions (e.g., retirement programs, 457 pre-tax investments, etc.), controls the petty cash account
- Reviews, controls, and communicates the status of all personnel benefits, assures timely payment of all financial obligations and verification of personnel benefit payments
- Maintains the general ledger, trial balances, invoices, grant payment requisitions, ledgers, journals, accounts receivable, accounts payable, cash disbursement records, cash management of investments, and complete accurate records for future audits
- Maintains all personnel files keeping them up to date and in accordance of current Federal & State regulations
- Prepares expenditure/hours for employees per grant; payroll and other grant related financial documents
- Prepares the Agency budget and amendments under the direction of the Executive Director
- Provides precise control and accurate accounting of manual/electronic deposits, purchase orders, checks, expenditures, vouchers, monitoring/proposing of Certificates of Deposit and Savings Account investments, etc.
- Tracks spending of grants, and maintains an inventory list of Agency's personal property

Office Management

- Assembles and distributes PFP/CPC and Board agenda packets by mail and by posting to the web
- Handles phone inquiries and sends out ADA applications when regular assigned staff is not available
- Collects data by field/in-house research; organizes, analyzes, and evaluates data and communicates clearly in both oral and written form
- maintains and orders office supplies
- Serves as the office receptionist when necessary, operates office equipment, organizes, , sorts and distributes office mail, maintains all office common areas
- Serves as the Agency Affirmative Action Officer, and attends evening Agency Board meetings
- Performs other duties as assigned

Special/Knowledge/ Skills/Abilities:

- Ability to touch-type 40 wpm, proficiency with word processing and familiarity with spreadsheet, and data processing software
- In-depth knowledge of the principles and best practices of governmental, non-profit, and business budgeting, purchasing, and accounting practices
- Physical and legal ability to travel from site to site and to carry out all assigned duties

Supervised by: Executive Director.
Supervision exercised: None

POSITION DESCRIPTION
TITLE: Senior Planner/Assistant Director

Minimum Knowledge/Qualifications:
Master's degree from an accredited college in city or regional planning, or a related field and two years of planning experience, or a Bachelor's degree and three or more years of planning experience; one year of supervisory experience; or other combination of education and experience which may be judged equivalent by the Executive Director

General Duties:
- Acts as Executive Director in the Directors' absence
- Signs checks, acts as backup bookkeeper for payroll and AR/AP.
- Completes a broad spectrum of planning related assignments and supervises zoning and planning referral reviews
- Collects, analyses, and shares data with public/private organizations, and represents the Agency on various committees, coalitions, etc.
- Prepares and updates the region's comprehensive economic development strategy (CEDS) and serves as Agency liaison to DECD and EDA
- Manages municipal participation in Department of Emergency Management and Homeland Security (DEMHS) programs, and serves as Agency liaison to DEMHS and FEMA
- Coordinates Citizen Emergency Response Teams' (CERT) activities and funding; represents Plymouth at Region 5 Emergency Planning Team (R5EPT) meetings, and prepares and updates regional emergency preparedness plans and studies
- Prepares reports, statistical and qualitative analyses, maps, presentations, online documents, and other documents
- Participates in internal (Agency) and external (partner) meetings
- Develops and regularly updates the unified transportation work program(UPWP) and assures timely progress across the Agency on UPWP tasks
- Maintains the Central Connecticut Plan for Alternative Transportation and Health (CCPATH)
- Participates in regional bicycle, pedestrian, greenways, and trails planning
- Coordinates with towns and the CT DOT regarding the Safe Routes to School program
- Prepares Title VI reports, and develops and updates the Public Participation Program as required under federal transportation legislation
- Assists with administration of 5310 program, contributes to the Agency's Annual Report, Newsletter, etc.
- Researches funding opportunities, applies for grants, and assists with GIS and website projects as needed
- Evaluates performance of assigned staff
- Performs other duties as assigned

Special Knowledge/Skills/Abilities:
- Physical and legal ability to travel from site to site and carry out all assigned duties
- Ability to touch-type at least 40 wpm and demonstrated proficiency in Microsoft Word, Excel, and PowerPoint, as well as ArcGIS and graphic design, layout, and statistical analysis software.
- Ability to effectively organize, analyze, and retrieve data, and to successfully apply for project grant funding
- Ability to reliably produce high-quality work in a self-directed environment using time and project management skills with attention to detail and deadlines.
- Ability to communicate ideas clearly in oral, written, and graphic form
- Knowledge of land use base studies, planning, zoning, land subdivision practices, various transportation analysis techniques, planning/programming procedures, transportation-land, use interrelationships, and intelligent transportation systems

Supervised by: Executive Director
Supervision exercised: Transportation Planner

POSITION DESCRIPTION TITLE: Senior Planner/IT Manager

Minimum Knowledge/Qualifications:
Master's degree from an accredited college in city or regional planning, or a related field, and two years of planning experience; or a Bachelor's and three or more years of planning experience; one year of supervisory experience; one year of GIS experience and an advanced GIS certification; expertise in Windows and Exchange Server systems and network administration, and HTML/XML and scripting; or, other combinations of education and experience which may be judged equivalent by the Executive Director.

General Duties:
- Strategic planning - Develops, reviews, maintains, collects and analyzes data, updates and manages strategic plans and associated processes, including, but not limited to, the Regional Long-Range Transportation Plan and Regional Plan of Conservation and Development
- Environmental planning - Develops, reviews, maintains, collects and analyzes data, updates, and manages environmental planning initiatives and associated processes
- Special projects - Develops, manages, undertakes, and completes special projects, such as development studies, environmental analyses, and transit/transportation studies, and applies for related grants
- IT - Maintains, plans/budgets for, and upgrades the Agency's information systems, including the Agency's web site and GIS database; provides assistance to other staff with GIS projects and IT support; diagnoses and corrects problems; oversees and implements electronic initiatives, such as participation techniques (e.g. crowdsourcing, etc.), mapping, transit/paratransit trip routing and scheduling, and transportation model development
- Prepares RFPs, and drafts, manages, and verifies compliance with consultant contracts
- Represents the Agency in public and on various committees, coalitions, etc.
- Coordinates data collection, and prepares reports, analyses, maps, presentations, online documents, and other materials
- participates in internal (Agency) and external (partner) meetings, and co-ordinates planning, and management processes with local, regional, and state/federal entities
- Contributes to the Agency's Annual Report, Newsletter, etc.
- Researches funding opportunities and applies for grants
- Evaluates performance of assigned staff
- Performs other duties as assigned

Special/Knowledge/ Skills/Abilities:
- Research, analysis, and organizational skills, including expertise in GIS and statistical techniques
- Ability to think critically and to communicate ideas persuasively in both oral and written form
- Ability to work independently, and flexibility to take on additional roles or responsibility when necessary
- Knowledge of and familiarity with contemporary problems, solutions, practices, and trends in local and regional planning; economic development; environmental management; transportation; and relevant local, state, and federal policy
- Ability to touch-type at least 40 wpm, and demonstrated proficiency in Microsoft Office, including Word, PowerPoint, Excel, Access, and Outlook; ArcGIS; SQL; SPSS, SAS, or equivalent; and presentation, graphics, and web design software
- Physical and legal ability to travel from site to site and carry out all assigned duties

Supervised by: Executive Director
Supervision exerted: Intern(s), Transit Program Manager

POSITION DESCRIPTION
TITLE: Transit Programs Manager

Minimum Knowledge/Qualifications:
Bachelor's degree from an accredited college with an emphasis in planning, management, or social services, experience with web site and geographic information systems maintenance; or other combinations of education and experience which may be judged equivalent by the Executive Director;

General Duties:
- Administers the regional paratransit service program policies
- Manages paratransit vendor operations
- Conducts the Americans with Disability Act (ADA) eligibility certification process
- Prepares monthly operating reports, other status and informational materials
- Administers the LOCHSTP program
- Serves as first responder in the office to the telephone, FAX, and telecommunications device for the deaf (TDD) messages
- Distributes incoming mail and assures timely mailing of outbound mail
- Distributes information to the public
- Reviews bus vendor invoices and approves payments, policies and strategies for improving efficiency of ADA services
- Administers the Section 5310 nonprofit dial-a-ride bus grant application program
- Responds to passenger complaints and maintains a file of complaints and related actions
- Enforces paratransit service policies regarding "no shows" and passenger misbehavior, and maintains records of actions taken
- Maintains passenger/vehicle databases; reviews passenger re-certifications
- Develops yearly ADA budget and Annual Report, and markets ADA transit services
- Works with disability commissions to improve ADA services and promote the use of fixed route services by persons with disabilities
- Serves as Agency liaison to municipal, regional, and statewide transit and paratransit organizations
- Communicates with individuals, groups, persons with disabilities, etc., in writing and in oral presentations
- organizes and retrieves data, conducts statistical analyses and conducts general financial audits of transit operations
- Monitors fixed route bus service and recommends changes
- Greets visitors; makes appointments; files and retrieves correspondence and records
- Communicates ideas clearly in both oral and written forms
- Performs other duties as assigned

Special/Knowledge/ Skills/Abilities:
- Physical and legal ability to travel from site to site to carry out all assigned duties
- Ability to touch-type 40 wpm, proficiency with word processing, spreadsheet, data processing, and GIS software
- Ability to use different types of office equipment including photocopiers, postage meter, FAX machine, and TDD communication systems

Supervised by: Senior Planner
Supervision exercised: None

POSITION DESCRIPTION
TITLE: Transportation Planner

Minimum Knowledge/Qualifications:
Bachelors degree from an accredited college in regional, city, or transportation planning, plus one year of planning experience; or a bachelors degree in a closely related field and two or more years of similar experience; or other combinations of education and experience which may be judged equivalent by the Executive Director

General Duties:
- Completes transportation, land use, and economic development planning projects
- Coordinates with Connecticut Department of Transportation regarding the Statewide Transportation Improvement Program (STIP) and the Regional Transportation Improvement Program (TIP)
- Completes land use and zoning referral reviews
- Collects, analyses, and shares data with public/private organizations
- Represents the Agency on various committees, coalitions, etc.
- Backs up other staff in relation to economic development, homeland security, and legislative assignments
- Assists with GIS and website projects
- Organizes, analyzes, and retrieves data
- Prepares reports, statistical analyses, and other informational documents
- Communicates ideas in oral and written form
- Understands land use base studies, land subdivision practices, land use-transportation interrelationships, planning, zoning, transportation analysis techniques, planning/programming procedures, and intelligent transportation systems
- Participates in all appropriate Agency and outside organizational meetings
- Performs other duties as assigned

Special/Knowledge/ Skills/Abilities:
- Ability to touch-type 40 wpm, proficiency with word processing, spreadsheet, data processing, and GIS software
- Physical and legal ability to travel from site to site and carry out all assigned duties

Supervised by: Senior Planner
Supervision exercised: None

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MEMORANDUM

TO: Program, Finance and Personnel Committee
FROM: Carl J. Stephani, Executive Director
DATE: April 29, 2010

FOR AGENDA: May 6, 2010

SUBJECT: Proposed FY2010-2011 Budget

The attached Proposed Budget for FY2010-2011 is essentially the same as the Draft Budget you reviewed at the last meeting. It includes various changes in positions that we have already discussed including the elimination of the Deputy Director position, the three Regional Planner positions, and the Transportation Planner position. It replaces those positions with two Senior Planners, a Transportation Planner, a Transit Programs Manager, and a part-time Regional Planner. It proposes new salaries for each of those positions; and a .5% cola for the two remaining positions (Executive Director and Office Manager/Bookkeeper), and up to 2% performance increases for those two positions.

It doesn't include any new revenue sources, although there is still the possibility of a $15,000 contract with the City of Bristol for the preparation of Affordable Housing zoning ordinance language.

It proposes continuing with our current health insurance provider, but taking me out of the coverage by having me enroll in Medicare Part B, for which I qualify. By doing this we can reduce the Agency's portion of the total health care insurance bill by approximately $9,000 annually. In addition, as the numbers have come in, it appears that our Anthem policy will not increase by the 20% we had anticipated, but that its increase will be more in the range of 15%.

On that basis, it is my

RECOMMENDATION

that your Committee

Recommend that the Agency Board adopt the attached Proposed FY2010-2011 Budget at its regular meeting on June 3, 2010, with slight modifications to be made to reflect the better information we will have about certain of the numbers as we approach closer to the end of the fiscal year.

cc: Agency Board

Attachment: Proposed FY2010-2011 Budget
Office Manager's Memo on Health Insurance Options

CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY
BUDGET FY 2010-2011

REVENUES				
			Actual as of	
		Estimated for	3/31/2010	PROPOSED
	FY 2009-2010	FY2009-2010	2009-2010	FY2010-2011
	BUDGET	Year End	YTD	BUDGET
Municipal Contributions	$91,500	$91,500	$91,500	$91,500
Transportation Planning Grant	$600,923	$332,500	$183,068	$577,392
Paratransit Advertising	$1,000	$0	$0	$0
Paratransit Admin./Contractor	$990,000	$1,223,271	$717,124	$1,319,340
R5EPT	$2,000	$2,000	$2,000	$500
CEDS - Municipality	$40,000	$40,000	$40,000	$0
CEDS - USEDA	$64,000	$16,000	$16,000	$48,000
Pequabuck River Dam Removal	$100,000	$90,000	$50,000	$10,000
CERT Support	$8,000	$8,000	$9,468	$8,000
SGIA	$1,000	$0	$0	$0
Hazard Mitigation	$1,000	$0	$0	$0
Berlin/NB Solid Waste - RPI	$255,160	$255,160	$191,194	$0
Miscellaneous Revenues	$4,200	$35,000	$34,156	$6,200
Total Revenues	$2,158,783	$2,093,431	$1,334,510	$2,060,932

CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY
BUDGET FY 2010-2011

EXPENSES				
			Actual as of	
		Estimated for	3/31/2010	PROPOSED
	BUDGET	Year End	YTD	BUDGET
	FY2009-2010	FY2009-2010	2009-2010	FY2010-2011
Salaries & Payroll Taxes	$409,425	$373,700	$273,694	$380,931
Retirement/Administration	$16,159	$9,113	$7,591	$12,461
Health/Life Insurance/STD	$111,883	$104,640	$83,006	$125,634
D&O/Liability/Bonding Ins.	$5,000	$5,000	$5,000	$6,000
Accounting/Legal	$12,560	$12,560	$9,000	$14,500
Paratransit Contractor	$910,000	$1,143,271	$636,550	$1,229,340
Equipment Service Cont./Maint.	$5,500	$3,000	$1,885	$4,500
Equipment/Software Purch.	$28,800	$18,000	$10,804	$23,650
Rent	$30,016	$30,016	$22,471	$30,180
Office Cleaning	$3,800	$3,000	$2,500	$4,200
Office Renovations	$1,500	$1,500	$1,500	$0
Telephone/Postage	$6,500	$4,000	$3,997	$6,500
Supplies	$9,500	$4,500	$2,122	$7,500
Training/Workshops/Sem./Conf.	$9,200	$8,500	$6,151	$10,500
Travel in State	$11,000	$11,000	$10,021	$13,000
Dues/Subscription	$11,326	$6,000	$4,526	$11,326
Publications	$300	$300	$0	$300
Advertising	$4,000	$1,000	$817	$4,000
Pequabuck River Dam Removal	$90,000	$80,000	$16,884	$10,000
Berlin/NB Solid Waste - RPI	$251,964	$251,964	$191,194	$0
Miscellaneous Expenditures	$9,400	$4,800	$4,680	$9,400
Contingency	$220,950	$0	$0	$157,010
Total Expenses	$2,158,783	$2,075,864	$1,294,393	$2,060,932

Budget Detail - Expenditures

Payroll and Taxes

Title	Current Salaries	Proposed Raises	Proposed Salaries	Comments
Executive Director	95,281	2,096	97,377	*
Regional Planner	39,780	11,220	51,000	Sr. Planner/IT Mgr.
Regional Planner	39,780	11,220	51,000	Sr. Planner/ Asst. Dir.
Regional Planner	39,585	0	0	
Transportation Plnr.	0	0	39,000	***
Regional Planner PT	0	0	18,992	**
Office Manager/Bkkp	44,098	970	45,068	*
Transportation Assist.	35,525	5,475	41,000	Transit Program Mgr.
Intern	0	0	4,000	
Sub Totals	294,049	30,981	347,437	
Employer SS & Medicare portion (7.65%)			26,579	
Unemployment Comp (4.5%)			4,815	
Workers Compensation			1,600	
Payroll Admin Costs			500	
Sub Total			33,494	
Budget Amount			380,931	

*0.2% COLA and 2% Performance increase (total 2.20%)

** Part time regional planner @ 17.5 hours a week

*** New position due to Regional Planner terminating

Retirement - ING Plan

Executive Director	95,648.00
Office Mgr/Bkkp	44,267.00
Regional Planner	42,113.00
Regional Planner	41,922.00
Transportation Assist.	37,577.00
Total	261,527.00
Employer portion (4%)	10,461.08
Administrative Cost	2,000.00
Total Budget Amount	12,461.08

Budget Detail - Expenditures

Other Expenses		Budget Amount
Office Cleaning		4,200
D&O	2,598	
Liability	3,098	
Bonding	304	
		6,000
Training/Workshops/Sem./Conf.		
Computer Network Training	3,500	
GIS Training	2,500	
Meetings	3,000	
Miscellaneous	1,500	
		10,500
Travel in State	13,000	
		13,000
Telephone/Postage		
Telephone/Cell Phone	3,500	
Postage	3,000	
		6,500
Equipment/Software Purchases		
ArcGIS one year	6,500	
ArcGIS Network Analyst	2,500	
CommunityViz	1,000	
Antivirus	1,500	
Microsoft Office	2,000	
Server	5,000	
Plotter	3,000	
Other	2,000	
Web Hosting	150	
		23,650

Budget Detail - Expenditures

Other Expenses		Budget Amount
Dues/Subscriptions		
APA Dues (4 members)	1,090	
Chambers	1,500	
ICMA	706	
NARC	1,000	
CRPC	3,500	
HSEP	1,000	
Others	1,655	
Subscriptions	575	
Other	300	
		11,326
Accounting/Legal		
Accounting	12,000	
Legal	2,500	
		14,500
Service Contracts/Equipment Maint.		
Service Contract Copier	1,500	
Misc. Equipment/Rep./Maint.	3,000	
		4,500
Miscellaneous		
Econ. Dev. Expenses/Events	1,000	
Emp. Of the Quarter Program	400	
Holiday/Appreciation Dinner	2,000	
Other	6,000	
		9,400

Budget Detail - Expenditures

Employee Insurances

Health, RX & Dental	Class	Total Cost	Employee Cost	Agency Cost
Executive Director	EE+1	26,908	2,345	24,562
Sr. Planner/IT Mgr.	EE	4,739	237	4,502
Sr. Planner/ Assit. Dir.	EE+1	14,696	990	13,707
Transportation Plnr.	Family	27,246	2,403	24,843
Office Manager/Bkkp	Family	29,952	2,392	27,559
Transit Program Mgr.	Family	27,246	2,403	24,843
Total Budget Cost		130,786	10,771	120,016

*estimated rates

Short Term Disability	Total Cost	Employee Cost	Agency Cost
Executive Director	947	95	852
Sr. Planner/IT Mgr.	273	27	246
Sr. Planner/ Assit. Dir.	291	29	262
Transportation Plnr.	275	28	248
Office Manager/Bkkp	293	29	264
Transit Program Mgr.	275	28	248
Total Budget Cost	2,354	235	2,119

Life Insurance	3,500
Total Budget Costs - Employee Insurances	125,634

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MEMORANDUM

TO: Carl J. Stephani, Executive Director
FROM: Cheri Bouchard-Duquette, Office Manager/Bookkeeper
DATE: April 29, 2010

SUBJECT: FY2010-2011 Employee Health Insurance

You have asked me to organize and analyze employee health insurance options available to the Agency for next year. The health insurance plans I looked at are those offered by Anthem BCBS (CCRPA and the Bristol's current provider) and those offered by ConnectiCare (the City of Bristol's provider starting July 1). The quotes we have received on these plans have come thru our health insurance broker, Rich Caruso of the Tracy-Driscoll Insurance Agency in Bristol, who also assured us that these were Chamber of Commerce member rates.

Regardless of plan selected, it is important to note that, now that you are over 65 years of age, you qualify for Medicare Part B. If you chose to accept that coverage (which would cost approximately $111 monthly plus $465 for Part B Supplemental), the Agency would save approximately $9,000 "off-the-top" - even if it paid your Part B and Supplemental Policy costs.

Additionally, we must remember that - regardless of the health insurance plan the Agency purchases - there are great swings in the cost of those plans to the Agency based on the characteristics of our employees. For example, an employee who is covered under a spouse's plan and chooses not to utilize the Agency plan will cost the Agency nothing (with the exception of up to a $2,000 annual reimbursement for non use of medical benefits, if you approve that policy). The same employee, should they choose to become covered through the Agency, can cost the agency $24,000 in health insurance. When you are dealing with a total health insurance cost of, for example, $93,482 (this year's costs), a swing from $0.0 to $24,000 is of monumental significance. For that reason, we always budget the "worst case," so that no matter who we hire, we have adequate budget to cover their health insurance cost.

The six plans that I reviewed, which are detailed in the attached spreadsheets, have some variations in terms of specific coverages, but their fundamental differences relate to:

1. Geographic area within which doctors/hospitals can be selected: either Connecticut only, or nationwide
2. Co-pays for doctor visits and hospital stays
3. Whether they are a Preferred Provider or a Health Maintenance plan (see attachment)

The least expensive plan, Anthem Bcare Basic POE-B at $88,821, is the only one which limits its doctors/hospitals to Connecticut. All the others allow the use of doctors and hospitals nationwide. Both former employee Tony Savino, and I have had to utilize out-of-state doctors for the doctor/hospital services we required. It should be recognized that some medical facilities in Connecticut do not develop certain specialties because those specialties are covered by facilities in nearby New York, Massachusetts, or Rhode Island. Loss of the ability to utilize out-of-state doctors/hospitals would be a significant restriction on our employees. My research has indicated that many organizations do not put this restriction on their employees.

The most expensive plan, ConnectiCare-F at $147,825, has the lowest physician co-pay ($10) and the lowest hospital stay co-pay ($100/day, $500 maximum). Our current plan has a $15 physician co-pay, and a $250 hospital stay co-pay.

As you can see from the attachments, some of the plans have a fairly high deductible for hospital stays, which could prove a significant burden on an employee experiencing a major medical problem. Some organizations which have switched to a lower cost plan with a higher hospital stay deductible have also established a fund, based on their premium savings, which they have made available to employees to cover the hospital stay deductible. I have provided numbers in the attached spreadsheets which show what the maximum deductible amount would be under each plan, and what the cost to the Agency would be if all employees used the Agency "premium savings fund" for their hospital stays. That is a theoretical number because it would be difficult to imagine a situation where all employees would require extended hospital stays in the same year, but, again, that is the conservative approach to budgeting which we have always used. You may wish to review those numbers with the PFP and Agency Board as well.

Our current plan is a PPO, which provides employees with more discretion than an HMO in the choice of providers. Our current plan allows employees to seek physician/hospital care anyplace in the United States. It has a co-pay for doctor visits and prescriptions that was raised last year, but which is still reasonable. It has a low deductible for hospital stays, and it's total cost to the Agency is not significantly different from most of the other plans.

On that basis, it is my

RECOMMENDATION

that you

1. Agree to apply for Medicare Plan B coverage; and,
2. Encourage the PFP to support continuing with our current health insurance plan; however, if they select a different plan, encourage them to select the Anthem BCBS Cpref PPO 20/500/150/200 (indicated on attached spreadsheet as "C"), which is a PPO that would continue to allow us to go out of state for medical services; and,
3. If the Agency selects the Anthem BCBS-C Plan, encourage them to establish a "Hospital Stay Deductible Reimbursement Fund" from the savings the Agency would accrue by selecting a less expensive plan.

Attachments: Health Care Plan Comparison Spreadsheets
Descriptions of PPO and HMO health insurance plans

What's The Difference Between an HMO and PPO?
HMOs and PPOs differ in two main ways: cost and access.
With an HMO plan, your costs tend to be much lower. HMO plans often have no deductible, and co-payments are low when you visit a doctor or hospital. This means your out-of-pocket expenses are kept at a minimum.
The tradeoff for these low costs is that your HMO plan comes with restrictions on when you can receive care — and who you can receive it from. To receive coverage, you must get care from a doctor on the plan's pre-approved list of healthcare providers. And if you need specialist care, you'll need a referral from your doctor. For some kinds of specialist care, you'll need approval from the plan's management.
PPO plans can be more expensive, but have fewer restrictions. Many PPO plans have a deductible between $500 – $2,000. And your PPO plan will have higher monthly premiums.
But with a PPO, you'll be able to see almost any doctor you choose. PPO plans also have pre-approved lists of healthcare providers — but they also provide coverage when you see provides who aren't on that list. When you see a pre-approved doctor, you'll save more money — but you won't be stuck without coverage if you choose to see an "out-of-network" provider.
Which One Should You Choose?
Choosing the right plan depends on your unique needs — and there's no substitute for the expert advice of an insurance agent when it comes to sorting those out. But here are some general guidelines:
A PPO may be best for you if:
You want to be able to choose any doctor
You have a chronic condition, such as back pain or arthritis
You'd prefer to use alternative medicine services such as acupuncture or chiropractors.
An HMO may be best for you if:
You'd prefer fewer billing hassles
You will need to keep your out-of-pocket costs as low as possible
You have a family that will need annual physicals, well-baby visits, and OB/GYN care.
Source: www.insurelane.com
A health maintenance organization (HMO) and a preferred provider organization (PPO) have several differences. However, many of them offer quite similar services. Often the PPO will cost a little more because it provides greater flexibility in choosing doctors and seeing specialists than does the HMO.
With a PPO, one can see any doctor one wishes, or visit any hospital one chooses, usually within a preferred network of providers. Depending upon the terms of coverage, a doctor or hospital outside the preferred provider list will cost more and the PPO will pay a range of 70-80% of expenses. Conversely, an HMO requires one see only doctors or hospitals on their list of providers.
A few exceptions exist. A large HMO like Kaiser Permanente may allow one to use hospitals or specialists that perform a service their contracted doctors and facilities don't provide. Unless the health situation is an emergency, obtaining services like these usually involve approval processes and may require a great deal of paperwork and red tape.
The HMO generally also requires that one choose a primary care physician, who will direct care and refer patients to approved specialists. Generally the HMO will not, without prior approval, cover medical expenses incurred by seeing someone who is not contracted with the HMO. Usually an HMO will have defined coverage for emergency medical care when one travels outside its coverage area.
In contrast to the HMO, the PPO allows one to see any doctor one wishes. One does not have to designate a primary care physician, and one can usually see any specialist without referral. The PPO offers choice and flexibility, but is often more expensive. Most PPOs have a preferred provider list, much like the HMO provider list. Usually, seeing someone on the list means less expense. In fact, the PPO basically has an HMO component and network built into it.
A person who chooses to stay within the preferred provider list makes co-payments for services. It almost always costs less to obtain service from a preferred provider or "network" physician or facility. As well, a PPO often has two different sets of deductibles. Deductible payments for preferred providers tend to be much lower than for those out of network.
In some areas, out of network services may also cost more than in network services because the PPO determines "reasonable cost" of a physician or hospital's fees. In other words, they may cover 80% of the reasonable costs, which means if the physician or hospital charges more than "reasonable cost, one can spend much more than 20% or greater of the bill.
Further, the PPO is quite inflexible about changing rules when it comes to using services outside the network. One is welcome to do so, but will pay a higher price, even if the preferred provider list cannot offer a similar service. However, some prefer the flexibility of the PPO to the limited coverage aspects of the HMO.
Frequently, employees are not really given a choice as to what insurance they can get. However, when given a choice, they usually have the choice between either an HMO or a PPO. Depending upon one's health needs, and income level, the PPO may ultimately be a better choice because it does provide access to a greater number of doctors and facilities. It is wise to ascertain the number of network physicians and facilities offered in PPO plans. Some HMO plans may be better deals when the HMO contracts with more providers than does a PPO.
Source: www.wisegeek.com
Summary:
HMO: you can ONLY get coverage for services provided by pre-approved doctors, and all access to specialists is through referrals from your primary care doctor. If no one in your network provides the treatment you need, the HMO may (but may not) allow you to see someone out-of-network who does; IF this is allowed, it will require pre-authorization and lots o' paperwork. There is no coverage outside the HMO's provider network. Consequently, up-front costs (premiums) are low.
PPO: You don't have to designate a primary care doctor. You don't need referrals in order to see specialists. You don't need preauthorization for treatments. Out-of-network treatment is more expensive, but insurance still pays part of the costs. In exchange for this flexibility, upfront costs are higher than with HMOs.