



**DRAFT**

**REGULAR AGENCY BOARD MEETING MINUTES**

7:30 P.M. Thursday, September 1, 2011 ; CCRPA 225 N. Main St. Ste 304, Bristol, CT

- I. Call to order & roll call (report of noted absences & declaration of quorum - 4 towns) - the meeting was called to order at approximately 7:40PM with the following in attendance expect otherwise noted:

	Chief Elected Official Rep.	Planning Commission Rep.	Council Rep. (Towns >50,000)
Berlin	Bart Bovee	Dennis Kern, Vice Chair, noted ab	~
Bristol	John Pompei, Chair	Donald Padlo	Tim Furey
Burlington	Peter McBrien, noted absence	Paul Rachielles	~
New Britain	Donald Naples, Secretary	Steven P. Schiller	Craig Diangelo, absent
Plainville	James Cassidy	Jennifer Bartiss-Earley	~
Plymouth	Stephen Mindera	Carl Johnson, absence	~
Southington	vacant	Rudy Cabata, Treas.	James "Rusty" Haigh

- II. Comments from the public regarding items not on the agenda -none  
 III. Presentations

A. United States General Services Administration - Bob Zarnetske, New England Regional Administrator

Mr. Zarnetski described his Agency's responsibilities related to federal property and the opportunities local governments have to purchase federal surplus equipment and thru the discretionary purchasing program. He referred to a PowerPoint presentation which he promised to make available to the Board members. He encouraged towns to communicate with him regarding their needs and to invite him to speak to them about GSA programs.

B. Contractor Fraud, Ron Offutt, FBI

Mr. Offutt reviewed materials he had provided which had previously been distributed to the Board members regarding fraud problems. He invited Board members to participate in the FBI Citizens' Academy and in the Infraguard program, and to have him as a speaker at their various community meetings regarding the FBI and its activities.

IV. Action Items

A. Receive the May, June, and July 2011 Financial Reports and file for Audit

MOTION: Tim Furey moved to accept the May, June and July 2011 Financial Reports as presented and file for Audit; seconded by Donald Padlo; passed unanimously

B. Approve June 2, and 27, 2011, regular and special meeting minutes

MOTION: Donald Padlo moved to approve the June 2, and 27, 2011, regular and special meeting minutes as presented; seconded by Steven Schiller; passed with Jim Cassidy abstaining

C. Standing Committee Reports

1. Program, Finance, and Personnel (PFP) Committee

a. Amendments to the FY2011-2012 Budget

MOTION: Tim Furey moved to amend the FY 2011-2012 Budget as recommended by staff; seconded by Donald Padlo; passed unanimously

b. Municipal Dues for FY2012-2013

MOTION: Tim Furey moved to approve the FY 2012-2013 municipal dues amounts as recommended by staff; seconded by Donald Padlo; passed unanimously

c. Amendment to the Office Space Lease extending current terms for 5 years

Motion: Donald Padlo moved to authorize the Executive Director to sign an to the office space lease agreement to extend the agreement thru December 31, 2018; seconded by Steve Schiller; passed with Tim Furey abstaining due to a conflict of interest

d. Amendment to Pension Plan Requirements - allow participation within 6 months of employment, and vesting within 5 years

MOTION: Tim Furey moved to amend the Agency's employee "Money Purchase Plan and Trust" to offer an open enrollment period every six months and allow enrollment six months after full-time employment, and provide full vesting rights with five years

participation in the Plan; passed unanimously

e. Other

MOTION: Tim Furey moved to add to the agenda for discussion the Executive Director's memo to the PFP regarding Budget and Transportation Planning Grant Carry-Over; seconded by Steven Schiller; passed unanimously

MOTION: Tim Furey moved to table this item until the next meeting to give staff time to prepare specific recommendations for changes to the budget and staffing; seconded by Stephen Mindera; passed unanimously

2. Comprehensive Plan Committee (CPC) (No action required on referrals if all decisions were unanimous; see CPC agenda for item listings)- Chair Donald Padlo reported that no action is required because all decision items were unanimous

3. Transportation Improvement Committee - amend STIP/TIP for statewide project 170-3084 (Replace LED signal lamps approaching the end of their useful life)

MOTION: Tim Furey moved to approve Statewide Project 170-3084 amendment; seconded by Steven Schiller; passed unanimously

Chair Donald Padlo noted that the TIP has become over-loaded with larger scale projects and that there is a need to develop some smaller projects in view of the fact that the amount of funding provided to the Region is not likely to increase. It was noted that this will be discussed further at the TIC and that between now and the beginning of next year the Board members would like to have a presentation made to them to provide an overview of projects that are included, or proposed to be included, in the TIP.

MOTION: Steven Schiller moved to add to an item to the agenda regarding amendments to the LRTP and TIP for the Plymouth Reservoir project, the transit signal priority project, and the One Call/One Click center project; seconded by Stephen Mindera; passed unanimously.

MOTION: Stephen Mindera moved to approve an amendment to the TIP to include the Plymouth Reservoir project, including allocation of funds; seconded by Bart Bovee; passed unanimously.

MOTION: Tim Furey moved to amend the LRTP to include the proposed transit signal priority CMAQ project, and to submit a grant funding application for the project on the condition that the TIC Chair - or, if time permits - the full TIC, concurs with the proposed project after consultation with the Bristol Mayor; seconded by Stephen Mindera, passed unanimously.

MOTION: Stephen Mindera moved to amend the LRTP to include the proposed One Call/One Click center project; seconded by Steven Schiller; passed with Paul Rachielles, Don Padlo, and Tim Furey opposing.

4. Legislative Committee - Chair Tim Furey noted that the Legislative Committee will hold its next meeting on October 6<sup>th</sup>.

5. Central Connecticut Economic Development Alliance (CCEDA) - Comprehensive Economic Development Strategy (CEDS) - 2011-2016

Jonathan Rosenthal, Chair, Central CT Economic Development Alliance (CCEDA), presented the proposed CEDS 2011-2016 for Board approval with a strong endorsement of the document and the process that was used to prepare it.

MOTION: Tim Furey moved to approve and endorse the proposed 2011 Central Connecticut CEDS as presented with direction to staff that copies of the Final Document, when approved by US EDA, should be provided to the economic development leaders of the Region; seconded by Stephen Mindera; passed unanimously.

D. Confirmation of Chairman's Standing Committee appointments

After some discussion it was agreed by consensus that at its next meeting the Board should consider a change in its Bylaws to stipulate that the PFP Committee should at no time have a vacancy in its membership.

MOTION: Tim Furey moved to confirm the Standing Committee appointments made by the Board Chair with the additional appointment of Rusty Haigh as the Southington representative to the

PFP; seconded by Paul Rachielles; passed unanimously.

- E. MOUs for Transit-Oriented Development Project Grant Applications for:
  - 1. Town of Berlin - redevelopment of Town property near the train station
  - 2. City of New Britain - Downtown Complete Streets

MOTION: Tim Furey moved to authorize the Executive Director to execute the two Memoranda of Understanding with the Town of Berlin and the City of New Britain for their Transit-Oriented Development OPM grant funding applications as presented; seconded by Steven Schiller; passed unanimously

- F. Sub-Grantee Agreement with CRCOG for work in support of the US HUD Sustainable Communities Regional Planning Grant (CTRIP007-10)

MOTION: Tim Furey moved to authorize the Executive Director to execute the proposed Sub-Grantee agreement with the Capitol Region Council of Governments which would engage the Agency with CRCOG as a Sub-Grantee in support of the three-region HUD funded Sustainable Communities Regional Planning Grant; seconded by Steven Schiller; passed unanimously

- G. Concurrences with Executive Director's letters of endorsement
  - 1. Bristol Hoppers Birge Pond Nature Preserve Boardwalk grant - August 2, 2011
  - 2. Plainville grant application for the Farmington Canal Heritage Trail, Plainville Section, North Phase

MOTION: Tim Furey moved to concur with the Executive Director's letters of endorsement for the Bristol Hoppers Birge Pond Nature Preserve Boardwalk grant and the Plainville grant application for the Farmington Canal Heritage Trail, Plainville Section, North Phase; seconded by Stephen Mindera; passed unanimously

- H. Letter of endorsement for Burlington's Application to ConnDOT for the designation of certain roadways as Scenic Highways

MOTION: Paul Rachielles moved to approve the letter of endorsement for Burlington's Application to ConnDOT for the designation of certain roadways as Scenic Highways; seconded by Tim Furey; passed unanimously

- V. Executive Director's Report - the Executive Director advised the Board members that they had been given a copy of a letter sent by the staff to ConnDOT regarding proposed increases in transit fares and reductions in service. It was suggested that staff send a related letter to the FTA and the Region's Congressional delegation noting the potential negative impact that action could have on Busway ridership. It was also noted that staff has been invited to comment to the Renaissance developers of the downtown Bristol mall site, and that a copy of a summary of comments provided by Agency staff to Renaissance will be provided to members of the Board.
- VI. Adjournment was declared at approximately 9:45PM

Respectfully submitted - Cheri Bouchard-Duquette, Office Manager and Bookkeeper