

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

REVENUES	Budget	Current Month	Year To Date	Balance	% Received
Paratransit Administration/Contractor	1,319,340	132,507	740,357	578,983	56.12%
Paratransit System Advertising	1,000	0	0	1,000	0.00%
Transportation Planning Grant	577,392	23,635	155,792	421,600	26.98%
Municipal Contributions	91,500	0	91,500	0	100.00%
Miscellaneous Revenues	6,200	84	3,112	3,088	50.19%
SGIA	0	0	5,587	-5,587	100.00%
CEDS - USEDA	48,000	0	0	48,000	0.00%
Bristol IHZ	15,000	0	0	15,000	0.00%
CERT	8,000	0	5,600	2,400	70.00%
Pequabuck River Dam	10,000	0	0	10,000	0.00%
R5EPT	500	0	625	-125	125.00%
Budgeted Revenues	2,076,932	156,226	1,002,573	1,074,359	
50.00% completed					
EXPENDITURES	Budget	Current Month	Year To Date	Balance	% Used
Salaries/Payroll Taxes/Workers Comp.	390,056	30,095	173,671	216,385	44.52%
Retirement/Administration	12,461	593	3,768	8,693	30.24%
Health/Life & ST Disability Insurance	119,764	7,297	43,392	76,372	36.23%
Directors & Officers/Liability/Bonding Ins.	6,000	0	4,976	1,024	82.93%
Accounting/Legal	14,500	6,200	6,200	8,300	42.76%
Paratransit Contractor	1,229,340	124,639	697,969	531,371	56.78%
Equipment Service Contracts/Maintenance	4,500	125	409	4,091	9.09%
Equipment/Software Purchases	32,895	1,670	11,096	21,799	33.73%
Rent	30,180	2,515	17,605	12,575	58.33%
Office Cleaning	4,200	500	1,750	2,450	41.67%
Telephone/Postage	6,500	900	2,913	3,587	44.82%
Supplies	7,500	271	510	6,990	6.80%
Training/Workshops/Seminars/Conf.	10,500	0	1,736	8,764	16.53%
Travel in State/Meetings/Forums	13,000	1,117	3,399	9,601	26.15%
Dues/Subscriptions	11,326	226	4,475	6,851	39.51%
Publications	300	0	0	300	0.00%
CPC Referral Consultant	3,500	235	685	2,815	19.57%
Advertising	4,000	0	170	3,830	4.25%
Pequabuck River Dam	10,000	0	3,346	6,654	33.46%
Miscellaneous Expenditures	9,400	195	2,788	6,612	29.66%
Contingency	157,010	0	0	157,010	0.00%
Budgeted Expenses	2,076,932	176,578	980,858	1,096,074	
CASH ON HAND					
Checking Acct. Balance - BOA				22,426	
CT State Treas.Short-Term Investment Fund				4,147	
Money Market - BOA				136,934	
CD - Thomaston Savings Bank				100,257	
CD - Webster Savings Bank				99,164	
	TOTAL CASH ON HAND			362,928	

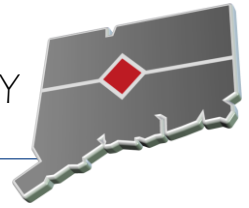
CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY

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MEMORANDUM

TO: Transportation Improvement Committee (TIC)
FROM: Ethan C. Abeles, Transportation Planner

DATE: December 1, 2010

FOR AGENDA: January 27, 2010

SUBJECT: STIP/TIP amendments for new Statewide Projects 171-327, 174-328, 174-334, and 170-2987 and Burlington Project 174-351.

The descriptions of these proposed STIP/TIP amendments are as follows:

- Project 171-327: Traffic signal installation and revision at various locations in District 1. This project consists of a construction phase slated for 2011. It will be funded 80 percent Federal and 20 percent State.
- Project 174-328: Traffic signal installations at various locations in District 4. This project consists of a construction phase slated for 2011. It will be funded 80 percent Federal and 20 percent State.
- Project 174-334: Traffic signal maintenance upgrades at various locations in District 4. This project consists of a construction phase slated for 2011. It will be funded 80 percent Federal and 20 percent State.
- Project 170-2987: Rapid response bridge repairs by state forces. This project was developed in coordination with FHWA and will be used to address bridge deficiencies of an urgent/critical nature that if left uncorrected will pose a hazard to either the public or compromise the structural integrity of the bridge. This project consists of a construction phase slated for 2011. It will be funded 80 percent Federal and 20 percent State.
- Project 174-351: This project for the repair or rehabilitation of Culvert No. 06667 Route 69 over unnamed brook in Burlington and two other culverts in Branby and Thomaston.

The culverts are in serious condition and must be rehabilitated as soon as possible to prevent open cutting the highway.

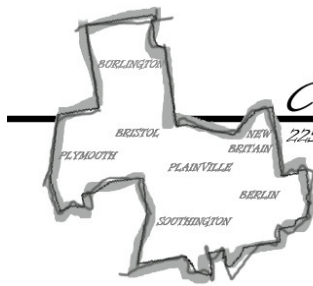
The importance of projects that address transportation system preservation and safety has been emphasized by CCRPA.

On that basis, it is my RECOMMENDATION

That your Committee

Recommend that the Agency Board approve this ConnDOT proposed STIP/TIP amendment

cc: Agency Board



MEMORANDUM

TO: ADA Transportation Advisory Committee
FROM: Carl J. Stephani, Executive Director
DATE: January 21, 2011

FOR AGENDA: January 27, 2011

SUBJECT: Americans with Disability Act (ADA) Transportation Advisory Committee Bylaws Amendment

When your Committee was originally established several years ago it served only in an advisory capacity. At your last meeting on December 10, 2010, however, your Committee accepted responsibility to serve as the Agency's Paratransit Service Appeal Review Board, pursuant to Federal Transit Administration Regulation Section 37.125(g), "Administrative Appeal Process." Now that you have that responsibility, the significance of your actions to the Agency has increased because of the potential liability involved in any decision on appeal that you may make.

In the late 1990s and early 2000s your Committee meetings were quite informal and you did not have organizational Bylaws. On April 29, 2003, our staff prepared some informal bylaws for you, which you approved, and which gave some identifiable structure to the Committee's operations. Those Bylaws were never adopted by the Agency Board and didn't seem to need to be as long as all the Committee's actions were advisory. Now, however, that you have taken on a more formal, official, and decision-making role for the Agency, your Bylaws need to be amended to reflect that new status, and they need to be sanctioned by the Agency Governing Board.

To move the process of revising the Bylaws forward, the Agency's Transit Programs Manager and I have drafted the attached document which shows the April 29, 2003, Committee Bylaws with proposed changes marked on them - the underlined words are proposed additions, the ~~strikeout~~ words are proposed deletions.

The existing Bylaws describe a two-step process for their amendment: First the proposed revisions are reviewed, discussed and/or revised at one meeting. Then they are voted upon at a subsequent meeting. To follow that procedure the attached draft Bylaws are being provided to you for your January 27, 2011, Committee meeting at which time you can review/discuss/revise them, and put them on the agenda for your April 28, 2011, meeting for approval to be recommended to the Agency Board for adoption.

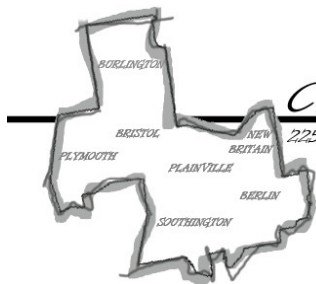
On that basis, it is my

RECOMMENDATION

that your Committee

Review the attached draft Bylaws revisions, make appropriate changes to them, and schedule them to be approved as a recommendation to the Agency Board at your next meeting.

cc: Agency Board
Attachment: Committee Bylaws showing proposed revisions



DRAFT BYLAWS FOR THE CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY AMERICANS WITH DISABILITIES ACT TRANSPORTATION ADVISORY COMMITTEE

ARTICLE I - NAME

The name of the organization shall be the Central Connecticut Regional Planning Agency ("the Agency," or "the CCRPA") Americans with Disabilities Act (ADA) Transportation Advisory Committee (the "Committee," or "ADA TAC").

ARTICLE II - PURPOSE

The purpose of the Committee is to serve as the appeal review board, per Federal Transit Administration Regulation Section 37.125(g), "Administrative Appeal Process," and to ensure that eligible persons with disabilities living in the region's communities have access to the federally mandated Americans With Disabilities Act (ADA) Paratransit Service, as well as the fixed route bus service, and to ensure that these services operate smoothly, efficiently and safely.

ARTICLE III - MEMBERSHIP

Members shall be nominated by the Committee and appointed by the CCRPA Board, and must either be residents, or service providers from the towns in the Central Connecticut Region which are served by the Paratransit Service. The Agency Board Chair serves on the Committee ex officio without vote, except in the case of a tie, or when required for a quorum (see Agency Bylaws Section V.D).

~~There are two types of membership:~~

- ~~1. — There may be up to three voting members from each town served by the Paratransit Service. Voting members shall consist of be persons with disabilities and or those participating on behalf of persons with disabilities. The number of voting members shall be limited to five people. At least two of the voting members of the Committee shall be persons with disabilities.~~
- ~~2. — Non-voting members shall consist of Other interested individuals, representing transportation providers, funders of the program, and Medical/Social Agencies with an interest in ADA Paratransit Service may be included on the mailing list to receive all Committee communications.~~

ARTICLE IV - TERMS AND DUTIES OF MEMBERS

~~Voting committee members are volunteers and will serve a three-year term subject to renewal.~~

ARTICLE V - OFFICERS AND DUTIES

The officers of the committee shall be are Chair, Vice-Chair, and Secretary. ~~The CCRPA staff shall serve as secretary.~~

Chair: The Chair shall preside at all regular and special meetings ~~of the Committee~~, report on the condition and business of the committee, and shall call regular and special meetings ~~of the Committee~~ in accordance with these By-Laws. ~~The Chair has all the powers, duties and responsibilities as the Committee delegates.~~

Vice-Chair: The Vice-Chair shall function as the Chair in the absence of the Chair.

Secretary: In the absence of the Chair, and Vice Chair, the Secretary shall preside over Committee meetings. The Secretary shall oversee the staff as the keeper of the official records. The CCRPA staff shall serve as secretary and keep the minutes of the Committee. The secretary shall serve all notices of the Committee and be custodian of the records. The secretary shall perform such other duties as required by the Committee.

Vacancies: The Committee ~~without undue delay~~ at the next scheduled meeting shall fill a vacancy ~~vacancies~~ in any office.

ARTICLE VI - ELECTION OF OFFICERS

A Nominating Committee consisting of three ~~voting~~ Committee members shall be established. The Nominating Committee shall nominate ~~voting committee members for the offices of~~ individuals for the Committee's officers ~~Chair and Vice-Chair~~. Officers shall be nominated and elected once a year at the first meeting of the calendar year. ~~Votes will be cast by written ballot and tabulated by the CCRPA.~~ Newly elected officers shall assume office immediately upon election. The officers ~~Chair and Vice-Chair~~ shall serve no more than 2 consecutive terms.

ARTICLE VII - MEETINGS

The Committee shall meet quarterly during the months of January, April, July and October. The Chair, upon request of three committee members shall call a Special Meeting. ~~of the Committee. Meetings are to be attended by all members.~~

A majority of the ~~voting~~ Committee members ~~including previously arranged telephone, fax, email communication for members unable to attend,~~ shall constitute a quorum. ~~The Secretary shall tabulate votes by proxy.~~

The Secretary shall serve personally, by mail, by fax or by email a written notice addressed to each Committee member of any meeting and its agenda at least seven days prior to that meeting.

~~Voting~~ Committee members who have three unexplained absences in a year's time shall receive a letter from the Chair asking their intent to continue to serve as a ~~voting~~ member ~~on the Committee.~~

ARTICLE VIII - Voting

~~Provided a quorum of the voting Committee members is present (or by proxy), a majority vote will adopt or reject any proposal, resolution, or any matter to come before the Committee.~~

ARTICLE ~~IX~~ VIII - ~~AMENDED BY LAWS~~ AMENDMENTS

~~These Bylaws may be amended by the CCRPA Board at its own initiative, or upon recommendation from the Committee. Amendment of the By-Laws of the Committee shall be a two meeting process. At the first meeting proposed changes to the By-Laws shall be discussed. A statement of the proposed changes that were discussed must then be delivered to each Committee member with the notice for the next meeting where they will be brought to a vote. The By-Laws shall be amended by a majority of the quorum.~~

ARTICLE ~~IX~~ - PROCEDURES

Except as herein provided, Roberts Rules of Order, Revised, shall be govern the parliamentary authority for procedure of this Committee ~~and any sub-committees.~~

Initially Adopted April 9, 2003; revised