August 2011
CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY
FINANCIAL REPORT AND CASH FLOW STATEMENT

REVENUES	Budget	Current Month	Year To Date	Balance	% Received
Municipal Contributions	91,500	37,670	91,500	0	100.00%
Transportation Planning Grant	642,576	30,604	44,389	598,187	6.91%
Paratransit Admin./Contractor	1,555,000	140,883	272,005	1,282,995	17.49%
Paratransit System Advertising	5,000	0	0	5,000	0.00%
SGIA	5,587	0	0	5,587	0.00%
R5EPT	2,500	0	879	1,621	35.16%
CEDS-Municipality	10,000	1,352	2,632	7,368	26.32%
CEDS - USEDA	20,000	0	0	20,000	0.00%
Pequabuck River Dam	164,500	82,250	82,250	82,250	50.00%
CERT Administrative	8,000	0	0	8,000	0.00%
Sustainable Communities	41,163	0	0	41,163	0.00%
Miscellaneous Revenues	1,000	272	391	609	39.10%
Budgeted Revenues	2,546,826	293,031	494,046	2,052,780	
16.66% completed					

EXPENDITURES	Budget	Current Month	Year To Date	Balance	% Used
Salaries/Payroll Taxes/Workers Comp.	456,500	35,267	70,698	385,802	15.49%
Retirement/Administration	14,039	497	994	13,045	7.08%
Health/Life & ST Disability Insurance	119,846	15,568	22,652	97,194	18.90%
Directors & Officers/Liability/Bonding Ins.	6,410	1,695	5,071	1,339	79.11%
Accounting/Legal	15,500	0	0	15,500	0.00%
Paratransit Contractor	1,465,000	130,656	257,208	1,207,792	17.56%
Equipment Service Contracts/Maintenance	3,500	350	512	2,988	14.63%
Equipment/Software Purchases	39,900	704	1,663	38,237	4.17%
Rent	30,180	2,515	5,030	25,150	16.67%
Office Cleaning	5,200	250	500	4,700	9.62%
Telephone/Postage	5,000	437	800	4,200	16.00%
Supplies	4,000	0	49	3,951	1.23%
Training/Workshops/Seminars/Conf.	18,000	0	0	18,000	0.00%
Travel in State/Meetings/Forums	18,000	650	1,939	16,061	10.77%
Dues/Subscriptions	11,346	225	3,760	7,586	33.14%
Publications	400	0	0	400	0.00%
CPC Referral Consultant	2,940	0	0	2,940	0.00%
Advertising	3,000	0	0	3,000	0.00%
Pequabuck River Dam	164,500	0	0	164,500	0.00%
Miscellaneous Expenditures	6,000	335	1,415	4,585	23.58%
Contingency	157,565	0	0	157,565	0.00%
Budgeted Expenses	2,546,826	189,149	372,291	2,174,535	

CASH ON HAND					
Checking Acct. Balance - BOA				249,273	
CT State Treas.Short-Term Investment Fund				4,153	
Money Market - BOA				139,383	
CD - Thomaston Savings Bank				100,591	
CD - Webster Savings Bank				49,597	
	TOTAL CASH ON HAND			542,997	

CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY
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MEMORANDUM

TO: Program, Finance and Personnel Committee
FROM: Carl J. Stephani, Executive Director

DATE: September 23, 2011

FOR AGENDA: October 6, 2011

SUBJECT: FY2011-2012 Budget Amendment

At your last meeting we briefly discussed the use of the "contingency" line in the Agency's annual budgets. As you may recall, at that time we distinguished between the contingency in the budget, and the accounting entry that shows our "unrestricted net assets."

> The title of the "contingency" line gives the impression that it indicates money that would be available in case of an emergency. That is not actually the case because the budget is based on forecasts; and, if anticipated revenues fail to materialize, even though there is a line in the budget for "contingency," there may not be any actual money behind it.
>
> Unrestricted net assets, on the other hand, are actual dollars in the bank which are not shown in our budgets. They are, generally speaking, dollars we have saved in past years by completing grant-funded projects for amounts less that what the amount of the grant brought us. Unrestricted net assets is what we would use, for instance, the state if the state changed its accounting procedures and could not pay us for a period of months - as has happened in the past from time to time. That is when we dip into our unrestricted net assets to pay our bills until such time as our regular income stream gets back up and running again, when we would replenish the amount we have as unrestricted net assets. Our unrestricted net assets are similar to the state's "rainy day fund."

The contingency line has been used by the Agency as a balancing line to bring the anticipated expenditure side of the budget up to the level of the anticipated revenues. Because the contingency amount has been basically held out of the budget over the years, we have been leaving a carry-over in our Transportation Planning Grant (TPG) ranging between $100,000-200,000 - or even more - each year. As state and federal budgets continue to tighten, it may not be to our advantage to have such large amounts in our TPG carryover.

For federal and state accounting system reasons, our TPG carryover is not made available to us until three years after it is created. This year our TPG is $642,576, which includes $138.570 from our FY2008 carryover; the following table provides some other recent carryover history.

Actuals						Estimates	
Fiscal Year	2005	2006	2007	2008	2009	2010	2011
Carryover	$99,819	$1 74,751	$164,879	$138,570	$196, 512	$270,762	$242,587
Available	2008	2009	2010	2011	2012	2013	2014

It is time to terminate our use of a "contingency" line in the budget and to incorporate the funds that have been set aside there into our regular budgeting process so that we can further intensify our efforts to seek and obtain as many available transportation and other grants as possible, and complete other worthy projects (see attachment). We have reviewed this concept with our Auditor who is in full agreement with it.

The attached proposed FY2011-2012 Agency Budget amendment would accomplish that by distributing the funds that are currently in our contingency line into staffing and related budget lines, which could ultimately relate to the addition of up to two new planners with associated other expenditure line increases to accommodate them. What we are suggesting with this proposal is that, if the budget amendment is approved, we would be authorized to immediately bring another Planner onto the staff and hold a second Planner position in abeyance until such time as the Board would approve that action.

For convenience we have also included in this budget amendment an approximately $7,000 increase in our revenue from the SGIA grant which we were advised of at a meeting on September 22, 2011. We had only budgeted $5,000 for that grant on the basis of some earlier estimates.

On that basis, it is my

RECOMMENDATION

that your Committee

Recommend that the Agency Board approve the proposed amendments to the FY2011-2012 Budget shown on the attachment, which would distribute the funds currently in the "contingency" line to other usable lines, increase the SGIA revenue line by $6,954, and authorize the Executive Director to hire one additional Planner to enable the Agency to intensify its efforts to secure additional grant funding and complete worthy projects, such as those listed in an attachment to this memorandum.

cc: Agency Board
Maletta

Attachment: Proposed FY2011-2012 Budget Amendments
Potential assignments to be completed by additional Planner

September 23, 2011

TASKS TO ASSIGN TO AN ADDITIONAL STAFF PLANNER

Mapping, GIS, and statistical analysis
Portions of the new Regional Plan of Conservation and Development
Regional transit plan update
Busway station and trail access analysis
Regional dial-a-ride portal
Electronic highway sign plan
Congestion Mitigation and Air Quality (CMAQ) project development and submission
Brownfields project development and submission
Signal timing and optimization
Bristol Incentive Housing Zone plan and regulations
Plymouth Reservoir and Naugatuck River trail development
New England Trail Cooks' Gap crossing closure

TASKS CURRENTLY BEING PERFORMED BY STAFF WHICH COULD BE EXPEDITED WITH ASSISTANCE FROM AN ADDITIONAL PLANNER

UConn-Forestville design project
CCSU Transportation Demand Management strategy and campus access plan
Region's Economic Development District recognition application
Plainville West Broad street traffic study
STP and STP-Enhancement solicitations
STP-Enhancement project development
CMAQ project development
MPO appeals process revision
CMP data analysis and report
Pequabuck River Dam removal
Paratransit and dial-a-ride survey
Burlington scenic roads application
Burlington TIGER III application
Bus signage planning and installation
Multimodal signage, planning, and installation
Citizens' Emergency Response Teams
Community and Natural Resource Planning Program municipal education series
New Britain Urban Tree Canopy assessment and plan
Plymouth Reservoir PLHD land acquisition project
Zoning and subdivision referrals
Regional rail study
Route 6 widening project
Bristol Renaissance downtown project
School bus route optimization
Traffic counts (vehicles)
Traffic counts (pedestrians and cyclists)
Transit signal priority project
Server replacement

CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY
BUDGET FY 2011-2012

REVENUES

	9/1/2011	10/6/2011
	ADOPTED	PROPOSED
	FY2011-2012	FY2011-2012
	BUDGET	BUDGET
Municipal Contributions	$91,500	$91,500
Transportation Planning Grant	$642,576	$642,576
Paratransit Admin./Contractor	$1,555,000	$1,555,000
SGIA	$5,587	$12,541
CERT Administrative	$8,000	$8,000
R5EPT	$2,500	$2,500
CEDS - Municipality	$10,000	$10,000
CEDS - USEDA	$20,000	$20,000
Pequabuck River Dam Removal	$164,500	$164,500
Bristol IHZ	$0	$0
Sustainable Communities	$41,163	$41,163
Paratransit Advertising	$5,000	$5,000
Miscellaneous Revenues	$1,000	$1,000
Total Revenues	$2,546,826	$2,553,780

CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY
BUDGET FY 2011-2012

EXPENSES

	9/1/2011	10/6/2011
	ADOPTED	PROPOSED
	BUDGET	BUDGET
	FY2011-2012	FY2011-2012
Salaries & Payroll Taxes	$456,500	$549,688
Retirement/Administration	$14,039	$17,239
Health/Life Insurance/STD	$119,846	$175,362
D&O/Liability/Bonding Ins.	$6,410	$6,410
Accounting/Legal	$15,500	$17,500
Paratransit Contractor	$1,465,000	$1,465,000
Equipment Service Cont./Maint.	$3,500	$3,500
Equipment/Software Purch.	$39,900	$45,900
Rent	$30,180	$30,180
Office Cleaning	$5,200	$5,200
Telephone/Postage	$5,000	$5,000
Supplies	$4,000	$4,000
Training/Workshops/Sem./Conf.	$18,000	$18,000
Travel in State	$18,000	$22,615
Dues/Subscription	$11,346	$11,346
Publications	$400	$400
CPC Referral Consultant	$2,940	$2,940
Advertising	$3,000	$3,000
Pequabuck River Dam Removal	$164,500	$164,500
Berlin/NB Solid Waste - RPI	$0	$0
Miscellaneous Expenditures	$6,000	$6,000
Contingency	$157,565	$0
Total Expenses	$2,546,826	$2,553,780

CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY

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

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MEMORANDUM

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

DATE: September 22, 2011

FOR AGENDA: September 29, 2011

SUBJECT: STIP/TIP amendments for new Statewide Project 170-3009, new Plymouth Project 110-130, and Cromwell/Berlin Project 33-128.

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

- **Project 170-3009**: This statewide project involves phase 2 of the scheduled traffic signal LED relamping in Districts 3 & 4. Burlington and Plymouth are both located in District 4, and will be affected by this project. The LED signal display brightness must meet the latest industry requirements and standards, and are reaching the end of their useful lifespan. This is the Phase 2 breakout of the project. The project is 80% Federal and 20% State and the construction phase is slated for 2012 for a total of $4,571,000.
- **Project 110-130**: This project in the Town of Plymouth will rehabilitate Bridge 00471 on U.S. Route 6 that spans the Pequabuck River under the Systematic Maintenance program. The deck is rated a '4' or 'POOR,' which indicates advanced section loss, deterioration, spalling or scour, and is in need of major rehabilitation. FY 2012 includes the ROW phase of the project, costing $25,000, 80 percent of which is federally funded. It is funded under the STP-Anywhere program administered by CT-DOT.
- **Project 33-128**: This project in the Towns of Cromwell and Berlin provides the construction phase for the Route 9 pavement preservation work in 2012. The purpose of the pavement preservation program is to enhance pavement performance by using cost-effective treatments to extend the service life of existing pavements. The total cost of the construction phase is $6,700,000, funded at a level of 80 percent Federal and 20 percent State. It is funded under the STP-Anywhere program administered by CT-DOT.

These projects ensure a continued commitment to safety and system preservation within our region, which are both strongly supported by CCRPA.

On that basis, it is my RECOMMENDATION

That your Committee

Recommend that the Agency Board approve these proposed ConnDOT STIP/TIP amendments

cc: Agency Board

Project 170-3009

Region	FACode	Proj#	AQCd	Rte/Sys	Town	Description	Phase	Year	Tot$(000)	Fed$(000)	Sta$(000)	Loc$(000)	Comments	code for change
70	STPA	0170-3009	X6	VARIOUS	STATEWIDE	LED RELAMPING, TRAFFIC SIGNALS (PHASE 2-DISTRICTS 3 & 4)	CON	2012	4,571	3,657	914	0	NEW PROJECT	05

Project Description (short): 23 (90 Characters)	Traf Sig Relamp (Ph 2)
Project Description (long): 88 (254 Characters)	**Scheduled Traffic Signal LED Relamping Program, Phase 2 to include Districts 3 & 4 only.**

Justification: 441 (1333 Characters)	Modification needed to decrease construction cost for P/N 170-3009 CN due to Phase 1 breakout P/N 170-3084 CN. Total construction costs for Phase 1 and Phase 2 construction has increased by $474,000. The estimate for P/N 170-3009CN Phase 2 LED Relamping in District 3 & 4 is $4,571,000 scheduled for FDP in FY2012. Design of Phase 1&2 are being accomplished under P/N 170-3009PE. Funding will be PE 100% State FIF-Road & CN 80/20 Fed EBS.

Project 110-130

Region	FACode	Proj#	AQCd	Rte/Sys	Town	Description	Phase	Year	Tot$(000)	Fed$(000)	Sta$(000)	Loc$(000)	Comments	code for change
9	STPA	0110-0130	X6	US 6	PLYMOUTH	REHAB BR 00471 O/ PEQUABUCK RV	ROW	2012	25	20	5	0	NEW PROJECT	05

Project Description (short): 25 (30 Characters)	PLYMOUTH: REHAB BR #00471
Project Description (long): 75 (254 Characters)	**Rehabilitation of Bridge 00471, U.S. Route 6 over Pequabuck River, Plymouth**
Justification: 250 (4333 Characters)	Construction modification No. 1 presents the cost estimate to rehabilitate Bridge 00471 under the List 15-18 program. The deck is rated a "4". The anticipated project cost is $1,771,250. The PE estimate was previously uploaded from PCMS into CORE.

Project 33-128

Region	FACode	Proj#	AQCd	Rte/Sys	Town	Description	Phase	Year	Tot$(000)	Fed$(000)	Sta$(000)	Loc$(000)	Comments	code for change
9, 11	STPA	0033-0128	X6	CT 9	CROMWELL/BERLIN	PAVEMENT PRESERVATION - FY12 (MP (NB)27.598-34.502 (SB)34.454-27.608)	CON	2012	6,700	5,360	1,340	0	NEW PROJECT	05

Project Description (short): 27 (80 Characters)	RTE 9 Pavement Preservation
Project Description (long): 240 (254 Characters)	Mill and place approx. 2.5" of polymer modified HMA overlay on Route 9 NB from MP27.598 to MP34.502 and SB, from MP34.454 to MP27.608 in the towns of Cromwell and Berlin. The design of this project is performed under Project No. 170-3054.

Justification: 483 (1,333 Characters)	**This project provides the construction phase for the Route 9 pavement preservation work in 2012. The purpose of the pavement preservation program is to enhance pavement performance by using cost-effective treatments to extend the service life of existing pavements. Safety improvements are not incorporated into this project, however, safety assessments will be conducted for this section of roadway during the design phase and addressed accordingly when funding becomes available.**
Project Manager: Scott Bushee	
Project Engineer: Todd A. Ingarra	

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MEMORANDUM

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

DATE: September 15, 2011

FOR AGENDA: October 6, 2011

SUBJECT: Bylaws Amendment - PFP Committee Membership

At your last regular meeting on September 1, 2011, it was suggested that membership on the PFP Committee is so important that no town should ever fail to have a representative on it.

Agency Bylaws Section V.D currently states that:
"... The Chairperson shall be responsible for selecting all standing committee members ...."

To address the PFP situation, a sentence could be added to Section V.D of the Bylaws to require that the Agency Board Chairperson always fill all seats on the PFP, unless one of the member municipalities does not have any appointed representatives.

On that basis, it is my

RECOMMENDATION

that your Board

Amend Agency Bylaws Section V.D by adding the following language:

"All seats on the PFP Committee will always be filled, except when one of the member municipalities does not have any actively appointed representatives."