

REGULAR AGENCY BOARD MEETING MINUTES

7:30 P.M. Thursday, September 6, 2012 ; 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 7:46 PM by Vice Chair Rudy Cabata with the following in attendance unless otherwise noted:

	Chief Elected Official Rep.	Planning Commission Rep.	Council Rep. (Towns >50,000)
Berlin	Bart Bovee	Dennis Kern, noted absence	~
Bristol	John Pompei	Donald Padlo	Rosie O'Brien Vojtek
Burlington	Peter McBrien	Paul Rachielles	~
New Britain	Donald Naples, noted absence	Steven P. Schiller, noted absence	Marie Lausch
Plainville	James Cassidy	Jennifer Bartiss-Earley	~
Plymouth	Stephen Mindera	Carl Johnson, absent	~
Southington	John Barry, absent	Rudy Cabata	James "Rusty" Haigh, absent

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

III. Presentations

- A. Draft Connecticut Plan of Conservation and Development - Tyler Kleycamp, OPM
- B. State of Connecticut Local Government Ombudsman - April Capone, OPM

April Capone, Intergovernmental Coordinator, OPM, 860-418-6212, April.Capone@ct.gov

IV. Action Items

- A. Approve the June 7, 2012, regular, and August 2, 2012, special meeting minutes  
 MOTION: Don Padlo moved to accept the June 7, 2012 regular meeting minutes as presented; seconded by Stephen Mindera; passed unanimously  
 MOTION: Don Padlo moved to accept the August 2, 2012 special meeting minutes as presented; seconded by Stephen Mindera; passed unanimously
- B. Receive the May, June, and July 2012 Financial Reports and file for Audit  
 MOTION: Don Padlo moved to accept the May, June and July 2012 Financial Reports and file for Audit; seconded by Peter McBrien; passed unanimously
- C. Committee Reports
  - 1. Program, Finance & Personnel (PFP)
    - a. Municipal Dues for FY2013-2014  
 MOTION: Stephen Mindera moved to approve the FY 2013-2014 municipal dues amounts noted in the table presented in the staff memorandum; seconded by Peter McBrien; passed unanimously
    - b. Personnel Policy Revisions  
 MOTION: Stephen Mindera moved to approve the proposed changes to the classification description of the Paratransit Coordinator/Emergency Planner; seconded by Peter McBrien; passed unanimously
    - c. FY2012-2013 Budget Amendment: Office Storage Cabinet  
 MOTION: Stephen Mindera moved to approve the purchase of the proposed office cabinetry from CWC Architectural Woodworking of Bristol for an amount not to exceed \$3,230.00 to be charged to the miscellaneous account; seconded by Jennifer Bartiss-Earley; passed unanimously
  - 2. Comprehensive Plan (CPC) (No action required on referrals if all decisions were unanimous; see CPC agenda for item listings) - CPC Chairman Don Padlo reported that all referrals were voted on unanimously.
- D. Confirmation of the Chairman's Standing Committee appointments  
 MOTION: James Cassidy moved to confirm the Chairman's appointments of the Standing Committee members and Chairs for FY 2012-2013 as noted in the staff memorandum; seconded by Don Padlo; passed unanimously

E. TIC Bylaws amendment to authorize TIC decision-making during the Board's summer recess  
MOTION: Peter McBrien moved to amend the TIC bylaws to allow the TIC to have full authority to act upon proposed TIP and STIP amendments brought to the Agency during the months of June & July, provided the Agency Board Chair concurs with the TIC decisions on such matters; seconded by Stephen Mindera; passed unanimously

F. Comments to the Federal Railroad Administration's Northeast Corridor Future work group regarding Scoping the Boston to Washington, D.C. High Speed Rail Study

MOTION: Don Padlo moved to add language to the draft letter asking for a station along the route in the Hartford area; seconded by Stephen Mindera; passed unanimously

MOTION: Stephen Mindera moved to approve the Executive Director's draft letter to the FRA with the addition of the sentence asking for a station to be included in the rail line in the Hartford area; seconded by Jennifer Bartiss-Earley; passed unanimously

G. Letter of support to Burlington First Selectman Theodore Shafer

MOTION: Stephen Mindera moved to approve the Executive Director's letter of support for the Burlington 2012 Main Street Improvements Program Grant Application; seconded by Paul Rachielles; passed unanimously

H. Letter of support to Plymouth Mayor Vincent Festa, Jr.

MOTION: Stephen Mindera moved to approve the Executive Director's letter of support for the Plymouth 2012 Main Street Improvement Program Grant Application; seconded by James Cassidy; passed unanimously

V. Other Matters - Vice Chair Cabata noted that he found it difficult to always keep up on the acronyms that are used by those who make presentations to the Board and asked that the staff prepare a directory of common acronyms used by the Agency; he also indicated that he was concerned that newly appointed Board members get an adequate orientation, and asked the Executive Director to contact each of the recently appointed Board members to attempt to meet with them, to the degree they feel necessary, even face-to-face to assure that they understand all that they should in terms of the Agency's functions and activities. The Executive Director will take steps to address both of those concerns

VI. Adjournment was declared at approximately 8:45 PM.

Respectfully submitted by Cheri Bouchard-Duquette, Office & Financial Administrator