



REGULAR AGENCY BOARD MEETING MINUTES

6:15 P.M. Thursday, December 6, 2012 ; Baltic Restaurant, 237 New Britain Road, Berlin, CT

- I. Call to order & roll call (report of informed absences & declaration of quorum - 4 towns) - the meeting was called to order by Chairman Dennis Kern at approximately 6:27PM with the following in attendance unless otherwise noted:

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

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

III. Action Items

- A. Approve the November 1, 2012, regular meeting minutes
 MOTION: Peter McBrien moved to approve the November 1, 2012 meeting minutes as presented; seconded by Stephen Mindera; passed unanimously
- B. Receive the October Financial Report and file for Audit
 MOTION: Steven Schiller moved to approve the October Financial Report and file for Audit; seconded by Rudy Cabata; passed unanimously
- C. Committee Reports
1. Program, Finance & Personnel (PFP)
 - a. Accept the FY2011-2012 Annual Audit
 Michael Maletta, CPA gave an overview of the FY 2011-2012 audit and financial reports stating the Agency brought in \$2.3 million in revenue and had an increase of \$1,300 for the year.
 MOTION: Peter McBrien moved to accept the FY 2011-2012 Annual Audit as presented; seconded by Stephen Mindera ; passed unanimously
 - b. Approve America the Beautiful 6-month Grant Extension
 MOTION: Steven Schiller moved to authorized the Executive Director to sign the recommended Personal Service Agreement; seconded by Peter McBrien; passed unanimously
 - c. Approve Resolution 20121206A America the Beautiful Grant
 MOTION: Peter McBrien moved to approve Resolution 20121206A America the Beautiful Grant; seconded by Rusty Haigh; passed unanimously
 - d. Authorize Purchase of Orthophotography
 MOTION: Peter McBrien moved to authorize the Executive Director to pay WSP SELLS up to \$2,499 to acquire high-resolution digital orthophotography for the America the Beautiful Project; seconded by Rusty Haigh; passed unanimously
 - e. Approve Board Policy #6: Classification Descriptions
 MOTION: Stephen Mindera moved to adopt the attached Board Policy #6: Classification Descriptions to codify the set of descriptions that are currently in effect; seconded by Jim Cassidy; passed unanimously
 - f. Approve Family Medical Leave Act Policy
 MOTION: Stephen Mindera moved to approve the proposed FMLA Policy and associated documentation to be effective immediately to assure the Agency's compliance with the federal FMLA; seconded by Peter McBrien; passed unanimously

g. Resolution 20121206C Pension Plan Trustees

MOTION: Peter McBrien moved to approve Resolution #20121206C updating the names of the Trustees for the employees Pension Plan; seconded by Stephen Mindera; passed unanimously

2. Comprehensive Plan (CPC) (No action required on referrals decided unanimously; see CPC agenda for item listings) - Chairman Don Padlo reported that all decisions were unanimous and no further action is required

3. Transportation Improvement Committee

a. Approve TIC Bylaws Amendment Changing the Name to "Transportation Committee"

MOTION: Carl Johnson moved to approved the amendment of the TIC Bylaws to change the committee name to "Transportation Committee"; seconded by Peter McBrien; passed unanimously

b. Approve STIP/TIP amendments for the following Projects:

(1) 0109-0171 in Plainville (Pedestrian Safety Improvements, Vicinity of Toffolon & Middle Schools)

(2) 0131-0201 in Southington (Pedestrian Safety Improvements, Vicinity of Depaolo Middle School)

(3) 0131-0197 in Southington (ROW phase for Rehab Bridge 01247 of I-84 WB over Railroad Tracks)

MOTION: Don Padlo moved to approve the STIP/TIP amendments 0109-0171, 0131-0201, and 0131-0197; seconded by Peter McBrien; passed unanimously

D. Authorize acceptance of \$149,340 OPM RPI GIS Grant

MOTION: Peter McBrien moved to approve acceptance of the \$149,340 OPM RPI GIS Grant; seconded by Jim Cassidy; passed unanimously

E. Approve Resolution 20121206B - OPM RPI GIS Grant

MOTION: Peter McBrien moved to approve Resolution 20121206B - OPM RPI GIS Grant; seconded by Jim Cassidy; passed unanimously

F. Approve Annual Report FY2011-2012

MOTION: Stephen Mindera moved to approve the Annual Report FY 2011-2012; seconded by Carl Johnson; passed unanimously

G. Appointment to the Bristol Chamber of Commerce Economic Development Committee

MOTION: Rudy Cabata moved to appoint John Pompei to serve as the Agency representative to the Bristol Chamber of Commerce Economic Development Committee with Don Padlo as his alternate; seconded by Peter McBrien; passed unanimously.

The Board expressed it's appreciation to Rosie O'Brien Vojtek's prior contributions to the Bristol Economic Development Committee

IV. Other Matters - none

V. Adjournment - was declared at approximately 7:45PM