



REGULAR AGENCY BOARD MEETING MINUTES

6:15 P.M. Thursday, December 5, 2013 ; 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 6:17 with the following in attendance except as noted:

	Chief Elected Official, or Proxy	Planning Commission Rep.	Council Rep. (Towns >25,000)
Berlin	Bart Bovee, informed absence	Dennis Kern, Chair	~
Bristol	John Pompei	Donald Padlo	Rosie O'Brien Vojtek
Burlington	Peter McBrien	Paul Rachielles, informed absence	~
New Britain	Donald Naples, Treasurer	Steven P. Schiller	Marie Lausch
Plainville	James Cassidy	Jennifer Bartiss-Earley - Sec.	~
Plymouth	Stephen Mindera	Carl Johnson, informed absence	~
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 7, 2013, regular meeting minutes
 MOTION: Stephen Mindera moved to approve the November 7, 2013 meeting minutes as presented; seconded by Peter McBrien; passed unanimously
- B. Receive and file the October 2013, Financial Report for Audit
 MOTION: Steven Schiller moved to accept and file the October 2013 Financial Report for Audit; seconded by Stephen Mindera; passed unanimously
- C. Committee Reports
1. Program, Finance & Personnel (PFP)
 - a. Accept the FY2012-2013 Annual Audit - The Agency Board's Auditor Michael Maletta briefly reviewed the Audit and indicated a clean report with the financial situation of the Agency to be in good order.
 MOTION: Stephen Mindera move to accept the Fiscal Year 2012-2013 Annual Audit as presented by Auditor Michael Malletta; seconded by Peter McBrien; passed unanimously
 - b. Approve the following actions:
 - (1) Authorize staff to execute the attached CERT 132 Tax Exempt Permit Form for the purchase and registration of a 2007 GMC W4500 14' Box Truck;
 - (2) Approve a vehicle lease agreement with Urban Oaks Organic Farm, Incorporated, for a refrigerated truck; and,
 - (3) Approve an equipment lease agreement with Urban Oaks Organic Farm, Incorporated, for a variety of food management equipment items
 MOTION: Stephen Mindera moved to approve action items b (1), b (2), and b (3) subject to final review by the attorney; seconded by Peter McBrien; passed unanimously
 2. Comprehensive Plan (CPC) (No action required on referrals if all decisions were unanimous; see CPC agenda for item listings) - Chairman Don Padlo reported all items were unanimous and no action from the Board was required
 3. Transportation (TC)
 - a. New Britain "Rehab. Curtis St bridge over Route 72" (4 items)
 MOTION: Peter McBrien moved to approve STIP/TIP amendments for "Rehab.

Curtis St. bridge over Route 72"; seconded by Stephen Mindera; passed unanimously.

b. Endorsement of LOTCIP projects

MOTION: Stephen Mindera moved to endorse the LOTCIP projects as noted in the memo of November 26, 2013 to the Board; seconded by Peter McBrien; passed unanimously.

c. Endorsement of Burlington Emergency Repairs project

MOTION: Stephen Mindera moved to endorse the Burlington emergency Repair Project as outline in the November 26, 2013 memo to the Board; seconded by Peter McBrien: passed unanimously.

D. Housekeeping Amendments to the Agency Bylaws - Committee Names

MOTION: Stephen Mindera moved to amend the Agency Bylaws as follows: a) renaming of the Comprehensive Plan Committee to the Regional Plan Committee (article VI/C; b) renaming of the Personnel, Finance, and Program Committee to the Executive Committee (article VI/B); c) delete the provision for the Legislative Action Committee (article VI/D); seconded by Peter McBrien: passed unanimously.

IV. Information - The Executive Director briefly apprised the Board of the Regional Planning Organization re-structuring process and the December 11th meeting of the COGCNV to discuss consolidation with the CCRPA.

V. Other Business - The Executive Director asked to add an item to the agenda regarding a letter of support for a grant being applied for by the King's Mark Resource Conservation and Development District.

MOTION: Don Padlo moved to add the Kings Mark item to the agenda; seconded by Stephen Mindera; passed unanimously.

MOTION: Stephen Mindera moved to authorize the Executive Director to submit a letter of support for the King's Mark grant application for up to \$50,000 to create a climate change and severe weather resiliency guide for farmers; seconded by Peter McBrien; passed unanimously

VI. Adjournment was declared at approximately 6:36PM

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