October 2013
CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY
FINANCIAL REPORT AND CASH FLOW STATEMENT

REVENUES	Budget	Current Month	Year To Date	Balance	% Received
Municipal Contributions	91,500	0	91,501	-1	100.00%
Transportation Planning Grant	457,072	38,374	168,945	288,127	36.96%
Paratransit Admin./Contractor	1,825,000	162,909	621,438	1,203,562	34.05%
State Grant In Aid (SGIA)	125,000	0	31,250	93,750	25.00%
Paratransit System Advertising	500	0	1,925	-1,425	385.00%
R5EPT	1,400	0	400	1,000	28.57%
CEDS-Municipality	20,000	0	20,000	0	100.00%
EDA Disaster Recovery	111,258	0	0	111,258	0.00%
FEMA Natural Hazard	8,733	0	0	8,733	0.00%
Pequabuck River Dam	82,250	0	0	82,250	0.00%
Pequabuck River Dam (3rd)	100,000	0	0	100,000	0.00%
CERT Administrative	8,000	4,000	4,000	4,000	50.00%
Sustainable Communities	75,000	0	5,927	69,073	7.90%
EDA - EDD	33,500	0	0	33,500	0.00%
RPI - GIS Mapping	74,670	0	0	74,670	0.00%
FMPP - Urban Oaks	70,533	0	8,690	61,843	12.32%
Litchfield Natural Hazard	20,000	0	0	20,000	0.00%
Miscellaneous Revenues	1,000	1,283	6,316	-5,316	631.62%
Budgeted Revenues	3,105,416	206,566	960,392	2,145,024	
33% completed					

EXPENDITURES	Budget	Current Month	Year To Date	Balance	% Used
Salaries/Payroll Taxes/Workers Comp.	803,544	51,420	217,758	585,786	27.10%
Retirement/Administration	27,757	624	5,068	22,689	18.26%
Health/Life & STD Insurance	118,540	6,964	33,559	84,981	28.31%
Directors & Officers/Liability/Bonding Ins.	7,810	0	5,521	2,289	70.69%
Accounting/Legal	17,500	0	0	17,500	0.00%
Paratransit Contractor	1,705,000	154,033	582,383	1,122,617	34.16%
Equipment Service Contracts/Maintenance	5,000	0	591	4,409	11.82%
Equipment/Software Purchases	21,002	106	9,713	11,289	46.25%
Rent	33,500	2,515	10,060	23,440	30.03%
Office Cleaning	6,600	250	1,000	5,600	15.15%
Telephone/Postage	5,000	575	2,289	2,711	45.78%
Office Upgrades	7,000	0	0	7,000	0.00%
Supplies	3,000	99	377	2,623	12.57%
Training/Workshops/Seminars/Conf.	18,000	666	6,175	11,825	34.31%
Travel in State/Meetings/Forums	15,200	1,770	3,622	11,578	23.83%
Dues/Subscriptions	15,010	0	7,791	7,219	51.91%
Publications	400	0	0	400	0.00%
Advertising	2,000	0	0	2,000	0.00%
Pequabuck River Dam	42,250	0	509	41,741	1.20%
Pequabuck River Dam	100,000	0	0	100,000	0.00%
RPI GIS Mapping	74,670	0	0	74,670	0.00%
FMPP Urban Oaks	68,033	0	9,900	58,133	14.55%
Miscellaneous Expenditures	8,600	1,023	2,214	6,386	25.74%
Budgeted Expenses	3,105,416	220,045	898,530	2,206,886	

CASH ON HAND					
Checking Acct. Balance - BOA				282,916	
CT State Treas.Short-Term Investment Fund				4,166	
Money Market - BOA				128,916	
CD - Thomaston Savings Bank				101,359	
CD - Webster Savings Bank				49,830	
	TOTAL CASH ON HAND			567,187	

CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY
225 N MAIN STREET, SUITE 304, BRISTOL CT 06010 • WWW.CCRPA.ORG • 860.589.7820(P) • 860.589.6950(F)

MEMORANDUM

TO:	Program, Finance and Personnel Committee
FROM:	Cheri Bouchard - Duquette, Office & Financial Administrator
DATE:	November 26, 2013
FOR AGENDA:	December 5, 2013
SUBJECT:	Recommendation to the Agency Board to: (1) Authorize staff to execute a 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 for the truck; (3) Approve a lease agreement for a variety of food management equipment items

On September 24, 2012 CCRPA was awarded a $70,533 grant (see attachment) by the United States Department of Agriculture (US DOA) under the Farmer's Market Promotion Program (FMPP) on behalf of the New Britain based Urban Oaks Organic Farm, Incorporated. The FMP Program was intended to enable non-profit farms to purchase equipment to distribute foods to neighborhoods which have limited fresh food access. This grant was one of the last FMPP grants awarded by the US DOA prior to the program's elimination by the federal government last year.

Urban Oaks Organic Farm is not yet a non-profit, although it is working to achieve non-profit status. Because it is not a non-profit, it cannot receive funds directly under this grant at this time. To avoid losing the grant, we offered to purchase and retain ownership of the equipment being purchased by these funds until Urban Oaks can complete the non-profit registration process.

The most costly item being proposed for purchase is a refrigerated truck. Urban Oaks and CCRPA staff investigated various sources and agreed upon the purchase of a 2007 GMC W4500 14' box truck from Jukonski Truck Sales and Service, LTD, of Middletown. If you approve the recommendation made in this memorandum, CCRPA would purchase this truck, and the registration and insurance associated with it, with grant funds, and retain ownership until Urban Oaks qualifies itself as a non-profit. It is anticipated that they will achieve non-profit status prior to September 30, 2014, when the grant ends at which time we will turn over ownership of the vehicle to them for a $1.00 fee. In the meantime it is proposed that we lease the vehicle to Urban Oaks for$1.00 a year.

To register the truck, a Tax Exempt CERT 134 Form(see attachment) must be executed, and a Certificate of Incumbency (see attachment) must be presented to the Department of Motor Vehicles authorizing CCRPA staff to sign the necessary documentation.

In addition to the truck, there are other items related to the processing and distribution of fresh foods that are proposed to be purchased by the grant, including: a walk-in cooler, an Intuit "point of sale" system, food scales, and other miscellaneous items (see attached draft lease agreement). It is proposed in a separate lease agreement (see attachment) that these items also be leased to Urban Oaks for $1.00 a year and sold to them at the end of the grant term for another $1.00 payment.

On that basis, it is my

RECOMMENDATION

That your Committee

Recommend that the Agency Board approve the following actions:

1. Authorize staff to execute the attached CERT 132 Tax Exempt Permit Form for the purchase and registration of the 2007 GMC W4500 14' Box Truck noted above;
2. Approve the attached draft vehicle lease agreement with Urban Oaks Organic Farm, Incorporated, for the refrigerated truck noted above; and,
3. Approve the attached draft equipment lease agreement with Urban Oaks Organic Farm, Incorporated, for a variety of food management equipment items

Attachments: Certificate of Incumbency
CERT 132 Tax Exempt Form
Truck Lease and Usage Agreement
Lease and Usage Agreement for Material Assets
US Department of Agriculture Grant Award Notice

CERTIFICATE OF INCUMBENCY

I, Jennifer Bartiss-Earley, the duly qualified and acting Secretary of the Board of Directors of the Central Connecticut Regional Planning Agency ("Agency") of Bristol, Connecticut, hereby certify that the person named below is on the date of this Certificate, the duly chosen, qualified and acting Office and Financial Administrator of the Agency, authorized to execute and deliver the CERT 134 Exempt Purchase by Qualifying Governmental Agencies form, and the Agency's Tax Exemption Permit # E-5961 issued under the sales and use tax act, and all other documents for the purchase of a 2007 GMC W4500 14' Box Truck from Jukonski Truck Sales & Service for use by the Urban Oaks Organic Farm as outlined by United States Department of Agriculture FMPP Grant # 12-25-G-1541 in the name and on behalf of the CCRPA, holding the respective office set opposite her signature subscribed below; that the undersigned is acquainted with and has examined the signature of the undersigned officer subscribed below, and that said signature is genuine; and that the seal impressed hereon is the manual seal of the CCRPA, and has been adopted by the Agency Governing Board as its genuine seal.

Name and Title	Signature Date
Cheri Bouchard – Duquette Office and Financial Administrator	_____

(SEAL)
IN WITNESS WHEREOF, I have hereunto set my hand this the ___ day of _____, 2013

Central Connecticut Regional Planning Agency

By:_____
Its Secretary

Purchaser is:

☐ United States _____ Name of Agency

☐ State of Connecticut _____ Name of Agency *(list exemption number, if any)*

☐ Federal Credit Union _____ Name of Credit Union

☑ Connecticut Municipality Central Connecticut Regional Planning Agency — Town or District and Agency

☐ Other Entity Exempted by Connecticut Law _____ Name of Entity _____ Exempting Connecticut Statute

☐ Other Entity Exempted by Federal Law _____ Name of Entity _____ Exempting Federal Statute

or check box if acknowledgment letter from DRS is attached. ☐

☐ Connecticut Development Authority

☐ Agent of a Qualifying Governmental Agency Listed Above *(attach documentation of appointment as agent)*

Name of Agent: _____

Agent's CT Tax Registration Number: _____ Agent's Federal Employer ID Number: _____

Name of Qualifying Governmental Agency: _____

Appointed Agent for making the following types of purchases: _____

Address of Purchaser: 225 NORTH MAIN STREET, BRISTOL, CT 06010

Name of Seller	Address	CT Tax Registration Number *(If none, explain)*
JUKONSKI TRUCK SALES AND SERVICE, LTD.	680 NEWFIELD STREET, MIDDLETOWN, CT 06457	2359586-001
		Federal Employer ID Number 06-0977090

Check one box:

☑ Blanket certificate (CERT-134 may not be used as a blanket certificate for purchases of tangible personal property for resale at any one of five fundraising or social events per calendar year exempt under Conn. Gen. Stat. §12-412(94). See below.)

☐ Certificate for one purchase only

☐ Purchases that qualify for exemption under Conn. Gen. Stat. §12-412(94). Indicate the number of prior fundraising or social events during this calendar year for which you claimed exemption under Conn. Gen. Stat. §12-412(94): _____

Check the appropriate box(es) and provide a written description of each item purchased:

☑ Tangible Personal Property ☐ Taxable Services

Description:
2007 GMC W4500 14' BOX TRUCK, VIN # J8DC4B16477007954 AND ALL FUTURE PURCHASES

Declaration by Purchaser

The item(s) described above are tangible personal property or services being purchased under the exemption provided in Conn. Gen. Stat. §12-412(1)(A), §12-412(2), or other applicable statute. The purchase of these items is exempt from sales and use taxes.

I declare under penalty of law that I have examined this certificate (including any accompanying schedules and statements) and, to the best of my knowledge and belief, it is true, complete, and correct. I understand the penalty for willfully delivering a false return to DRS is a fine of not more than $5,000, or imprisonment for not more than five years, or both.

CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY
Name of Purchaser

By: _____ Signature of Authorized Person | Office & Financial Administrator — Title | 11/8/2013 — Date

If the purchaser is an entity exempted under Connecticut law other than Conn. Gen. Stat. §12-412(1)(A), I have entered the citation of the exempting law above. If the purchaser is an entity exempted under federal law, I have entered the citation of the exempting law above, or, if there is no specific statutory authority, I have attached a copy of the letter from DRS acknowledging the exempt status.

If the purchaser is an agent of a qualifying governmental agency, I have attached a copy of the document from the qualifying governmental agency expressly designating the purchaser as agent.

CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY
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Truck Lease and Usage Agreement

The Central Connecticut Regional Planning Agency, with its office at 225 North Main St. Suite 304, Bristol, CT, 06010, ("Lessor") leases Urban Oaks Organic Farm Inc., a corporation located at 225 Oak St., New Britain, CT, 06051, ("Customer") upon the following terms and conditions, the vehicle described in the attached Attachment A and made part of this Agreement.

1. Term: The lease term of the vehicle under this Agreement begins on the day the purchase of the vehicle by Lessor is complete and continues until terminated by Lessor. Execution by Customer of this Agreement and associated Attachment A will authorize Lessor to acquire the vehicle described for lease to Customer.

2. Vehicle Acceptance: The vehicle will conform to the specifications contained in Attachment A and Customer will pick the vehicle up from the vendor, Junonski Truck Sales and Service, Ltd., located at 680 Newfield St., Middletown, CT, 06457, within three days of notification of availability. Upon pick up, Customer will notify Lessor in writing.

3. Payments: Customer will pay to Lessor one dollar ($1) per year for the use of the vehicle.

4. Service:
a. Insurance. Except as otherwise provided, Lessor will insure the vehicle for liability and collision for up to one year before renegotiation. Customer will comply with all information included in the commercial insurance application in Attachment C. Customer will be responsible for all deductible charges resulting from accidents.

b. Scheduled Servicing. Customer agrees to make available and deliver the vehicle to a facility designated to provide necessary vehicle servicing and will notify Lessor in writing that required servicing has been done. Lessor will not be required to provide a substitute vehicle during periods of scheduled servicing of the vehicle.

c. Unauthorized Repairs. Customer will promptly report, on forms provided by Lessor, all problems regarding the operation of the vehicle. Customer, its drivers, agents and employees will not attempt to make any repairs, adjustments or modifications to the vehicle, and Customer will be responsible for any damages resulting from unauthorized repairs, adjustments or modifications. Emergency road repairs will not be the responsibility of the Lessor.

d. Substitution. Lessor will not be required to supply a substitute vehicle when the vehicle is disabled due to physical damage, collision, fire, comprehensive damage, theft of the vehicle or vehicle parts.

e. Other. Customer will be responsible for all costs related to:
(1) damage to vehicle tires;
(2) mired vehicle;
(3) damage due to operation of the vehicle;
(4) damage to the vehicle resulting from Customer's failure to check and maintain adequate fluid and lubricant levels;
(5) damage or liability resulting from Customer's failure to properly maintain any trailer or special equipment not maintained by Lessor under this Agreement or other maintenance agreement.

5. Registration, Permits and Taxes:

a. Registration. When Lessor provides registration, Lessor will supply all base plates, proration and reciprocity permits required by law for the state of Connecticut.

b. Liens. Lessor will have the right to pay any fines or discharge any liens or encumbrances asserted against the vehicle resulting from Customer's failure to pay any assessment or charge for licenses, permits or taxes for which the Customer is responsible under this Agreement, and Customer will reimburse Lessor for such payments.

6. Use of the Vehicle:

a. Business Purposes. Customer agrees that the vehicle is leased and will be used primarily for business and commercial purposes and not for personal, household, or passenger carrying purposes. Any other uses of the vehicle must have prior approval from the Lessor, requests must be submitted in writing by the Customer.

b. Distance and Mileage. The vehicle cannot leave the state of Connecticut without prior approval from the Lessor, requests must be submitted in writing by the Customer. All trips must be recorded by drivers on a mileage sheet provided by Lessor. Mileage sheets must be submitted by Customer to Lessor every quarter.

c. Operation and Drivers. Customer agrees that the vehicle will be operated by safe and careful drivers, properly licensed for 2 years or more, at least 18 years of age, who will be deemed to be the Customer's agents under the Customer's direction and control. All Divers will read and sign safety agreement in Attachment B. Customer will not permit the vehicle to be operated by a driver under the influence of alcohol or drugs. All drivers must be drug tested before being hired to drive. Lessor holds the right to drug test drivers at random. Customer holds the right to drug test drivers if usage of illegal substances is suspected. Customer will be responsible for all costs and consequences associated with any drug tests. Customer will provide Lessor with a full list of its drivers authorized to operate the vehicle and will give written notice to Lessor of any change of drivers within thirty days of each change. Lessor may investigate each driver's record and

make recommendations as to the driver's fitness. Lessor may request the removal of any driver by specifying justifiable cause and Customer will remove that driver immediately. If Customer fails to remove the driver: (1) Customer will be responsible for any loss or expense and will indemnify and hold Lessor harmless from any claims, demands, or liabilities resulting from the operation of the vehicle by such a driver. (2) After thirty days written notice, Lessor may, at its option (i) increase the charge for either liability or physical damage insurance coverage or increase the deductible provisions for physical damage where insurance coverage is provided by Lessor; or (ii) terminate any insurance coverage provided by Lessor; or (iii) terminate this Agreement for default.

d. Passengers: Customer agrees to only allow passengers and drivers to ride in legal seats with legal restraints. All costs from accidents and fines from misuse of seats and restraints will be the sole responsibility of the Customer.

8. Overloading: Customer will not overload the vehicle in excess of GCW/GVW indicated and will pay for towing service, all damages and fines resulting from overloading. Lessor may request and Customer agrees to furnish payload weight documentation.

9. Observance of Laws: Customer agrees not to permit the vehicle to be used in violation of any federal, state or municipal laws or ordinances and Customer will hold Lessor harmless from all fines, claims, forfeitures or penalties arising from these violations. In the event the vehicle is impounded as a result of a violation, Customer will continue to pay all charges. If there are changes in any laws requiring the installation of additional equipment or accessories or modification of the vehicle, Lessor will comply with these requirements and Customer will pay for all costs incurred for modification of the vehicle. Customer agrees that the vehicle will not be used for any unlawful purpose, for transportation of persons, or for transportation of property for hire unless authorized by law.

10. Storage: Lessor will not provide vehicle storage.

12. Termination: By giving to the Customer seven days advance written notice of its intention, the Lessor will have the option to terminate this Agreement.

13. Default: The occurrence of any of the following shall constitute an event of default: (a) Failure of Customer to pay any charges due or to perform any of the terms or conditions required of Customer under this Agreement and such failure continues for a period of five days after written notice from Lessor; (b) Customer (1) becomes insolvent or bankrupt; (2) is unable to pay its obligations as they mature; (3) suffers dissolution or termination of its existence or the disposition of all or a substantial portion of its assets; (4) makes an assignment for the benefit of creditors; (5) makes application for appointment of a receiver of Customer or any of Customer's property; (6) files, or has filed against it, a petition in any proceeding in bankruptcy or for reorganization, composition, arrangement or liquidation.

Upon the occurrence of an event of default, Lessor may, without notice, exercise one or more of the following remedies: (i) take possession of the vehicle, and retain it until the event of

default is cured, without such actions being deemed a termination of this Agreement and without prejudice to any other rights of Lessor, and Customer will continue to be liable for all payments and charges due under this Agreement during the period of Lessor's retention; (ii) terminate this Agreement and take possession of the vehicle, and Customer will be liable for all charges and payments accruing to the date of termination and damages including but not limited to the Premature Cancellation Charge for the vehicle; (iii) exercise any other right or remedy available under applicable law to enforce the terms of this Agreement or recover damages for the breach of any of the terms of this Agreement.

Customer will be liable for all costs and expenses, including reasonable attorney's fees, incurred by Lessor by reason of any event described in this paragraph and the exercise of any remedy by Lessor.

Regardless of whether Lessor exercises any of the above remedies or declares a default under this Agreement, Customer will be responsible to Lessor for and will indemnify and hold Lessor harmless from all damages, liabilities and claims resulting from Customer's breach of any of the terms of this Agreement.

14. Return of the Vehicle: Upon termination of the lease term with respect to the vehicle, Customer will return the vehicle to Lessor at Lessor's place of business in the same condition and with the same accessories and components as when received by Customer, normal wear and tear excepted. Customer will be obligated to Lessor for payment of all charges until the vehicle is returned to Lessor.

15. Liability of Lessor: Lessor will not be liable for failure to supply the vehicle, repair any disabled vehicle or otherwise perform the terms of this Agreement if the failure results from fire, riot, strike, other labor troubles, Acts of God, acts of government, war or any other cause beyond Lessor's control. During the period of that failure only, the charges previously agreed upon will abate and the term of this Agreement will be extended for the period of abatement. If Customer is required to secure another vehicle during that period, Lessor will not be liable for charges incurred by Customer for the vehicle. In any event, Lessor will not be liable to Customer or any third party for loss of driver's time, loss or interruption of or damage to business or profits, or for other damages of any nature caused by interruption in service or availability of the vehicle provided by Lessor under this Agreement.

16. Warranties: EXCEPT AS OTHERWISE PROVIDED BY THIS AGREEMENT, LESSOR MAKES NO EXPRESS OR IMPLIED WARRANTY AS TO ANY MATTER INCLUDING, WITHOUT LIMITATION, THE CONDITION OF THE VEHICLE, THEIR MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE.

17. General: This Agreement is a lease only and Customer acquires no title or ownership rights to the vehicle. This Agreement with the attachments make up the entire agreement between the parties and may be modified only in writing signed by duly authorized representatives of both parties. This Agreement is binding on the parties, their successors, legal representatives and assigns. Lessor may, without Customer's consent, assign this Agreement, but Customer shall have no right to assign, sublet, transfer, encumber or convey this Agreement or the vehicle

without the prior written consent of Lessor which will not be unreasonably withheld. The titles of the various paragraphs are solely for convenience of the parties and will not be used to explain, modify, amplify or aid in interpretation of the terms. Failure of Lessor to declare any default or exercise any right under this Agreement will not waive the default and Lessor will have the right at any time to declare that default and take any action permitted by law. Any provision of this Agreement prohibited by law will be deemed amended to conform to such law without in any way invalidating or affecting the remaining provisions. This Agreement will be deemed to have been made in and will be construed in accordance with the laws of the state of Connecticut.

18. Notices: Any notice required to be given to either party will be written and sent to Lessor or Customer addresses shown on page one, by either registered or certified mail. A copy of notices to Lessor will be sent to
EXECUTIVE DIRECTOR, 225 North Main St. Suite 304, Bristol, CT 06010
These addresses may be changed by notice.

This Agreement may be executed in any number of counterparts, each of which will be deemed an original and will not become effective and binding upon the Lessor until accepted and executed by Lessor's authorized representative at Lessor's general office at the above address.

Customer

Urban Oaks Organic Farm

_____ -- --

Michael Kandefer, Farm Manager, Date

Lessor

Central Connecticut Regional Planning Agency

_____ -- --

Carl J. Stephani, Executive Director, Date

JUKONSKI TRUCK SALES AND SERVICE, Ltd. dba
JUKONSKI SALES
680 NEWFIELD STREET
MIDDLETOWN, CT 06457
TEL: (860) 344-0342 FAX: (860) 343-5395

MITSUBISHI FUSO HINO
AUTHORIZED DEALER

RETAIL PURCHASE ORDER FOR MOTOR VEHICLE

Date 9/10/13
Salesperson Jim Haule
Bus. Phone
Phone 860-223-6200

Purchaser's Name URBAN OAKES ORGANIC FARM
Address 225 OAK ST City NEW BRITIAN State CT Zip 06051
Please Enter My Order For ☐ DEMONSTRATOR ☑ USED ☐ NEW 2007 (YEAR) GMC (MAKE) W4500 (MODEL) 4 (QYL) Stock No. 77007954
Ident. No. J8DC4B16477007954 Trim WHITE Color WHITE To Be Delivered On Or About
BODY TYPE 14' Box SOCIAL SECURITY # DATE OF BIRTH
THE MILEAGE AS SHOWN ON THE ODOMETER OF THE MOTOR VEHICLE TO BE PURCHASED IS: 86013

FILL OUT THIS SECTION IF USED CAR OR TRUCK IS TO BE TRADED IN AS PART PAYMENT AND DO WARRANT THE TITLE THERETO TO BE FREE AND CLEAR, EXCEPT FOR THE UNPAID BALANCE, AS SHOWN, AND TO THE BEST OF MY KNOWLEDGE, I THE UNDERSIGNED, STATE THAT THE MILEAGE AS SHOWN ON THE ODOMETER _____ IS THE ACTUAL MILEAGE WHICH THE CAR HAS BEEN DRIVEN.

YEAR OF USED VEHICLE MAKE
Model Cyl. Body Type Color
Ident. No. Title No.
Allowance $ Balance Owed $
To Whom Owed
Net Allowance $
☒ NO INSURANCE IS INCLUDED IN THIS ORDER
My Insurance Company is Address
CT. Insurance I.D. No.

THE DEALER CONVEYANCE FEE IS NOT PAYABLE TO THE STATE OF CONN.

☐ **THIS MOTOR VEHICLE NOT GUARANTEED**
BY
THIS VEHICLE IS SUBJECT TO A LIMITED WARRANTY OF
FOR 1500 MILES OR ONE MONTHS, WHICHEVER OCCURS FIRST. COPY GIVEN CUSTOMER
JUKONSKI IN HOUSE POWER TRAIN

☐ THE INFORMATION YOU SEE ON THE WINDOW FORM FOR THIS VEHICLE IS PART OF THIS CONTRACT. INFORMATION ON THE WINDOW FORM OVERRIDES ANY CONTRARY PROVISIONS IN THE CONTRACT OF SALE.

PLEASE FINANCE AS FOLLOWS:
Name of Co.
ADDRESS
PAYMENTS OF $ EACH
First Payment Due 20

SELLING PRICE OF CAR OR TRUCK	30900	00
EXTRA OR OPTIONAL EQUIPMENT	-	
DEALER TO INSTALL 14' COLD PLATE BODY ONTO CHASSIS SERVICE TRUCK AND UNIT READY FOR WORK. COLD PLATE STOCK # UB7K015880JH	INC	
CONVEYANCE FEE	295	00
SALES TAX TAX EXCEMPT	N/A	
CASH PRICE		
MISC FEES FUEL	60	00
REGISTRATION & TITLE FEES NEW ESTIMATE	229	00
1. TOTAL CASH PRICE DELIVERED	31484	00
2. CASH DOWN PAYMENT — DEPOSIT SUBMITTED WITH ORDER		
CASH ON DELIVERY		
NO REFUND OF DEPOSIT		
3. TRADE IN		
LESS BALANCE OWING TO		
4. TOTAL DOWN PAYMENT (2 + 3)		
5. UNPAID BALANCE OF CASH DELIVERED PRICE (1 − 4)		
6. OTHER CHARGES — INSURANCE		
BANK FEE		
7. **AMOUNT FINANCED** (The amount of credit provided to you or on your behalf) (5 + 6)		
8. **FINANCE CHARGE** * (THE DOLLAR AMOUNT THE CREDIT WILL COST YOU)		
9. **TOTAL OF PAYMENTS** (The amount you will have paid after you have made all payments as scheduled) (7 + 8)		
10. **TOTAL SALE PRICE** The total cost of your purchase on credit including your down payment of $ (1 + 6 + 8)		
11. **ANNUAL PERCENTAGE RATE**	%	

I have read the terms and conditions on the back hereof and agree to them as a part of this order the same as if they were printed above my signature. The front and back hereof comprise the entire agreement affecting this order and no other agreement or understanding of any nature concerning same has been made or entered into. I hereby acknowledge receipt of a copy of this order and certify that I am of legal age. **THIS ORDER SHALL NOT BE BINDING UPON THE SELLER UNTIL IT IS ACCEPTED BY ITS AUTHORIZED OFFICER AS SHOWN BY HIS SIGNATURE ON THE ORIGINAL ORDER ON THE FORM BELOW.**

Purchaser's Signature: And I have received a copy of this order
Accepted By: JUKONSKI TRUCK SALES Dealer Recommended By
By (Name and Title) Date

FINAL PAYMENT CASH OR CERTIFIED CHECK ***SEE OTHER SIDE FOR ADDITIONAL TERMS AND CONDITIONS***

FORM 485 REV. 2/07
THIRTEENTH FLOOR GRAPHICS & PRINTING, INC. • 375 LAKE AVE. • BRISTOL, CT 06010 • (860) 585-7121

Attachment A

Driver Safety Agreement

I, _____, as a driver for Urban Oaks agree, to always obey current federal, state, and municipal law. I acknowledge that the vehicle I am driving contains chemicals that may be potentially harmful. In the event of a collision or other type of accident I will follow the following procedure.

Evaluate the situation.

If possible and safe, exit the vehicle and move to a safe location away from the vehicle. If driver or passenger(s) is unable to exit the vehicle contact emergency services and ask for instruction.

Contact emergency services by dialing 911. Follow all instructions provided by emergency services.

Contact Urban Oaks and notify them of the situation. (860) 223-6200

Contact The Central Connecticut Regional Planning Agency and notify them of the situation. (860) 589-7280

_____ _____

Signed Date

CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY
225 N MAIN STREET, SUITE 304, BRISTOL CT 06010 • WWW.CCRPA.ORG • 860.589.7820(P) • 860.589.6950(F)

Lease and Usage Agreement for Material Assets

The Central Connecticut Regional Planning Agency, with its offices at 225 North Main St. Suite 304, Bristol, CT, 06010, ("Lessor") leases to Urban Oaks Organic Farm Inc., a corporation located at 225 Oak St., New Britain, CT, 06051, ("Customer") upon the following terms and conditions, the material assets described below.

1. Items included in this Agreement:

One (1) 6'x10'walk in cooler
One (1) Intuit Point of Sale system
One (1) Computer Monitor
Two (2) Torrey LPC-40L, 40 lb Price Computing Scales
Four (4) Taylor 3470 70 lb. Industrial Hanging Utility Scales
Four (4) Rubbermaid 7908 Galvanized Hanging Utility Scoops
One (1) Sportsman SSDSCALE 44-Pound Stainless Steel Dial Scale
Three (3) Tents
Four (4) Folding Tables
Shelving Units
Stainless Steel Counter Tops

2. Term: The lease term of the material assets under this Agreement begins on the day the purchase of the material asset by Lessor is complete, and continues until terminated by Lessor. Execution by Customer of this Agreement will authorize Lessor to acquire the item described for lease to Customer.

3. Acceptance: These assets will conform to the descriptions in Paragraph 1. All items will be delivered to the Customer. Upon receipt of an item, Customer will notify Lessor.

4. Payments: Customer will pay to Lessor one dollar ($1) per year for the use of the items described in Paragraph 1.

5. Service:
a. Insurance. Lessor will not provide and insurance or warranty for any of the material assets described in Paragraph 1.

b. Scheduled Servicing. Customer agrees to make available and deliver the item to a facility designated to provide necessary servicing and notify Lessor in writing that required servicing has been done. Lessor will not be required to provide a substitute items during periods of scheduled servicing.

c. Unauthorized Repairs. Customer will promptly report, on forms provided by Lessor, all problems regarding the operation of the items. Customer, its agents and employees will not attempt to make any repairs, adjustments or modifications to the items, and Customer will be responsible for any damages resulting from unauthorized repairs, adjustments or modifications. Emergency repairs will not be the responsibility of the Lessor.

d. Substitution. Lessor will not be required to supply a substitute items when the original item is disabled due to physical damage, fire, comprehensive damage, theft of an item or item parts.

e. Other. Customer will be responsible for all costs related to:
(1) damage to item components;
(2) damage due to operation of the item;
(4) damage to the item resulting from Customer's failure to adequately check and maintain the item;
(5) damage or liability resulting from Customer's failure to properly maintain any accessory or special equipment not maintained by Lessor under this Agreement or other maintenance agreement.

6. Liens:
Lessor will have the right to pay any fines or discharge any liens or encumbrances asserted against the items resulting from Customer's failure to pay any assessment or charge for licenses, permits or taxes for which the Customer is responsible under this Agreement, and Customer will reimburse Lessor for such payments.

7. Use of the Items:

a. Business Purposes. Customer agrees that the items are leased and will be used primarily for business and commercial purposes and not for personal, or household purposes.

b. Advertising. Upon receipt of items, Customer agrees to display signage, approved by Lessor at all events and during business hours, which acknowledge the support provided by Lessor.

8. Observance of Laws: Customer agrees not to permit the items to be used in violation of any federal, state or municipal laws or ordinances and Customer will hold Lessor harmless from all fines, claims, forfeitures or penalties arising from these violations. In the event an item is impounded as a result of a violation, Customer will continue to pay all charges. If there are changes in any laws requiring the installation of additional equipment or accessories or modification of an item, Lessor will comply with these requirements and Customer will pay for all costs incurred for modification of the items. Customer agrees that the items will not be used for any unlawful purpose unless authorized by law.

9. Storage: Lessor will not provide storage for any item.

10. Termination: By giving to the Customer seven days advance written notice of its intention, the Lessor will have the option to terminate this Agreement.

1.0. Default: The occurrence of any of the following shall constitute an event of default: (a) Failure of Customer to pay any charges due or to perform any of the terms or conditions required of Customer under this Agreement and such failure continues for a period of five days after written notice from Lessor; (b) Customer (1) becomes insolvent or bankrupt; (2) is unable to pay its obligations as they mature; (3) suffers dissolution or termination of its existence or the disposition of all or a substantial

portion of its assets; (4) makes an assignment for the benefit of creditors; (5) makes application for appointment of a receiver of Customer or any of Customer's property; (6) files, or has filed against it, a petition in any proceeding in bankruptcy or for reorganization, composition, arrangement or liquidation.

Upon the occurrence of an event of default, Lessor may, without notice, exercise one or more of the following remedies: (i) take possession of the material assets, and retain them until the event of default is cured, without such actions being deemed a termination of this Agreement and without prejudice to any other rights of Lessor, and Customer will continue to be liable for all payments and charges due under this Agreement during the period of Lessor's retention; (ii) terminate this Agreement and take possession of the items, and Customer will be liable for all charges and payments accruing to the date of termination and damages including but not limited to the Premature Cancellation Charge (iii) exercise any other right or remedy available under applicable law to enforce the terms of this Agreement or recover damages for the breach of any of the terms of this Agreement.

Customer will be liable for all costs and expenses, including reasonable attorney's fees, incurred by Lessor by reason of any event described in this paragraph and the exercise of any remedy by Lessor.

Regardless of whether Lessor exercises any of the above remedies or declares a default under this Agreement, Customer will be responsible to Lessor for and will indemnify and hold Lessor harmless from all damages, liabilities and claims resulting from Customer's breach of any of the terms of this Agreement.

11. Return of the Items: Upon termination of the lease term with respect to the items, Customer will return the items to Lessor at Lessor's place of business in the same condition and with the same accessories and components as when received by Customer, normal wear and tear excepted. Customer will be obligated to Lessor for payment of all charges until the items are returned to Lessor.

12. Liability of Lessor: Lessor will not be liable for failure to supply the items, repair any disabled item or otherwise perform the terms of this Agreement if the failure results from fire, riot, strike, other labor troubles, Acts of God, acts of government, war or any other cause beyond Lessor's control. During the period of that failure only, the charges specified in Schedule "A" will abate and the term of this Agreement will be extended for the period of abatement. If Customer is required to secure another item during that period, Lessor will not be liable for charges incurred by Customer for the item. In any event, Lessor will not be liable to Customer or any third party for loss of driver's time, loss or interruption of or damage to business or profits, or for other damages of any nature caused by interruption in service or availability of the item provided by Lessor under this Agreement.

13. Warranties: EXCEPT AS OTHERWISE PROVIDED BY THIS AGREEMENT, LESSOR MAKES NO EXPRESS OR IMPLIED WARRANTY AS TO ANY MATTER INCLUDING, WITHOUT LIMITATION, THE CONDITION OF THE ITEMS, THEIR MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE.

14. General: This Agreement is a lease only and Customer acquires no title or ownership rights to the items. This Agreement makes up the entire agreement between the parties and may be modified only in writing signed by duly authorized representatives of both parties. This Agreement is binding on the parties, their successors, legal representatives and assigns. Lessor may, without Customer's consent, assign this Agreement, but Customer shall have no right to assign, sublet, transfer, encumber or convey this Agreement or the items without the prior written consent of Lessor which will not be unreasonably

withheld. The titles of the various paragraphs are solely for convenience of the parties and will not be used to explain, modify, amplify or aid in interpretation of the terms. Failure of Lessor to declare any default or exercise any right under this Agreement will not waive the default and Lessor will have the right at any time to declare that default and take any action permitted by law. Any provision of this Agreement prohibited by law will be deemed amended to conform to such law without in any way invalidating or affecting the remaining provisions. This Agreement will be deemed to have been made in and will be construed in accordance with the laws of the state of Connecticut.

15. Notices: Any notice required to be given to either party will be written and sent to Lessor or Customer addresses shown on page one, by either registered or certified mail. A copy of notices to Lessor will be sent to
EXECUTIVE DIRECTOR, 225 North Main St. Suite 304, Bristol, CT 06010
These addresses may be changed by notice.

This Agreement may be executed in any number of counterparts, each of which will be deemed an original and will not become effective and binding upon the Lessor until accepted and executed by Lessor's authorized representative at Lessor's general offices at the above address.

Customer
Urban Oaks Organic Farm

_____ -- --
Michael Kandefer, Farm Manager, Date

Lessor
Central Connecticut Regional Planning Agency

_____ -- --
Carl J. Stephani, Executive Director, Date

United States Department of Agriculture
Agricultural Marketing Service
AGREEMENT FACE SHEET

1. Accounting Code: 12122500DB80TMDC3400ZZZZZZZ	**2. Vendor I.D. (EIN):** 060837172	**3. DUNS Number:** 118344506
4. Agreement Number: 12-25-G-1541	**5. Type of Instrument:** Grant	**6. CFDA Number:** 10.168

7. Title of Agreement:
Capacity Enhancements for an Urban Farmers' Market in a Food Desert/Low-Income Community.

8. Objective:
To expand Urban Oaks Farmers Market capacity to serve more of the low-income, low food-access surrounding community and enable more farmers to participate in the market by increasing storage and display capacity at the market and increasing the market's service range by purchasing a refrigerated truck to make deliveries of fresh produce to markets.

9. Statement of Work:
This agreement shall be carried out by the organizational units or officials of the Federal Agency and the Grantee in the manner and subject to the conditions provided in the Farmers' Market Promotion Program (FMPP) Grant Program General Terms and Conditions attached hereto and made a part of this agreement.

10. Legal Authority:
The Agricultural Act of 1946 (7 U.S.C. 1621-1627), the Farmer-to-Consumer Direct Marketing Act of 1976 (7 U.S.C. 3001-3006) and the recent amendment to the 1976 Act, the Farmers' Market Promotion Program (7 U.S.C. 3005).

11. Federal Agency (Name and Address): Farmers' Market Promotion Program Agricultural Marketing Service United States Department of Agriculture Washington, DC 20250	**12. Grantee:** Central Connecticut Regional Planning Agency 225 N. Main Street, Suite 304 Bristol, CT 06010-4926
13. Federal Agency Project Manager: Carmen H. Humphrey, FMPP Program Manager Telephone: (202) 720-8317 Email: Carmen.Humphrey@ams.usda.gov	**14. Grantee Project Coordinator:** Timothy Malone Telephone: (806) 589-7820 Email: tim@ccrpa.org

15. Period of Performance: 9/1/2012 through 8/31/2014	**16. Federal Agency Funding Amount:** $70,533	**Non-Federal Matching Amount:** $0

PROVISIONS

This Grant Award incorporates the following:

- The referenced grantee 2012 FMPP Project Proposal Narrative and Supplemental Budget, including any AMS budget revisions – incorporated by reference.
- The grantee will complete activities outlined in the FMPP Project Proposal, Supplemental Budget Narratives and Approved Award Budget.
- The Grantee agrees to comply with and require Sub-Grantees to comply with the requirements in the Farmers' Market Promotion Program (FMPP) Grant Program General Terms and Conditions, dated October 2012 – incorporated by reference.
- 7 CFR Part 3015, 7 CFR Part 3016, 7 CFR Part 3019, and FAR 31.2 – incorporated by reference.
- The 2012 FMPP Guidelines, including all requirements and post-award grant management – incorporated by reference.
- The obligation of funds may be terminated without further cause unless the recipient commences the timely drawdown of funds; initial drawdown must be made within the first eight (8) months of the project.
- AMS will not award two consecutive grants to any organization or entity. Any entity that has received a grant award may apply for future grants after completion of the current grant period, AMS has received and accepted all required documentation and reports for the current grant, and the awardee has received the AMS FMPP close-out letter.
- Awards made under this announcement are subject to the provisions contained in the Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2012, P.L. No. 112~55, Division A, Sections 738 and 739 regarding corporate felony convictions and corporate federal tax delinquencies.

CT-201

FOR THE UNITED STATES DEPARTMENT OF AGRICULTURE

This agreement, subject to the provisions above, shall constitute an obligation of funds on behalf of the Government, unless amended or terminated by mutual consent of the parties in writing, or terminated by either party upon 60 days notice in writing.

17. Federal Agency Representative Approval: Arthur L. Neal, Jr. Deputy Administrator Transportation and Marketing Programs	**18. Grantee Representative Approval (Please Print):** Name: Carl Stephani Title: Executive Director

19. Federal Agency Representative Approval Signature:	**Date:** 09/24/2012	**20. Grantee Representative Approval Signature:**	**Date:** 9/25/12 09/24/2012

U.S. Department of Agriculture

REPRESENTATION REGARDING FELONY CONVICTION OR TAX DELINQUENT STATUS FOR CORPORATE APPLICANTS

Awards made under this announcement are subject to the provisions contained in the Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2012, P.L. No. 112~55, Division A, Sections 738 and 739 regarding corporate felony convictions and corporate federal tax delinquencies. To comply with these provisions, all applicants must complete the paragraph (1) of this representation, and all corporate applicants also must complete paragraphs (2) and (3) of this representation.

(1) Applicant, **Central Connecticut Regional Planning Agency**, is ____ is not _____ (check one) an entity that has filed articles of incorporation in one of the fifty states, the District of Columbia, or the various territories of the United States including American Samoa, Federated States of Micronesia, Guam, Midway Islands, Northern Mariana Islands, Puerto Rico, Republic of Palau, Republic of the Marshall Islands, U.S. Virgin Islands. (Note that this includes both for-profit and non-profit organizations.)

If Applicant checked "is" above, Applicant must complete paragraphs (2) and (3) of the representation. If Applicant checked "is not" above, Applicant may leave the remainder of the representation blank.

(2) Applicant, **Central Connecticut Regional Planning Agency**, has ____ has not ____(check one) been convicted of a felony criminal violation under Federal or State law in the 24 months preceding the date of application. Applicant has __ has not __ (check one) had any officer or agent of Applicant convicted of a felony criminal violation for actions taken on behalf of Applicant under Federal or State law in the 24 months preceding the date of signature.

(3) Applicant, **Central Connecticut Regional Planning Agency**, has ___does not have ___(check one) any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

Central Connecticut Regional Planning Agency — 12-25-G-1541

Grantee Name — Grant Number

Carl Stephani, Executive Director

Grantee Representative Approval (Please Print) CT-201

Signature — 09/24/2012

Date

OP ID: MS

COMMERCIAL INSURANCE APPLICATION

APPLICANT INFORMATION SECTION

DATE (MM/DD/YYYY): 11/26/2013

AGENCY
Tracy-Driscoll
126 Main Street
P.O.Box 2060
Bristol, CT 06011-2060
Michael Rivers

CARRIER: The Hartford Insurance Company

NAIC CODE: 00914

UNDERWRITER:

UNDERWRITER OFFICE:

POLICIES OR PROGRAM REQUESTED

POLICY NUMBER: QUOTING

CONTACT NAME: Michael Rivers
PHONE (A/C, No, Ext): 860-589-3434
FAX (A/C, No): 860-589-6406
E-MAIL ADDRESS:
CODE: 022394 SUB CODE:
AGENCY CUSTOMER ID: CENTR-2

INDICATE SECTIONS ATTACHED

	ACCOUNTS RECEIVABLE/ VALUABLE PAPERS		ELECTRONIC DATA PROC		TRUCKERS/MOTOR CARRIER
	BOILER & MACHINERY		EQUIPMENT FLOATER		UMBRELLA
X	BUSINESS AUTO		GARAGE AND DEALERS		VEHICLE SCHEDULE
	COMMERCIAL GENERAL LIABILITY		GLASS AND SIGN		WORKERS COMPENSATION
	CRIME/MISCELLANEOUS CRIME		INSTALLATION/BUILDERS RISK		YACHT
	DEALERS		OPEN CARGO		
	DRIVER INFO SCHEDULE		PROPERTY		
			TRANSPORTATION/ MOTOR TRUCK CARGO		

STATUS OF TRANSACTION

	QUOTE		ISSUE POLICY		RENEW
	BOUND (Give Date and/or Attach Copy):				
	CHANGE	DATE	TIME		AM
	CANCEL				PM

PACKAGE POLICY INFORMATION

ENTER THIS INFORMATION WHEN COMMON DATES AND TERMS APPLY TO SEVERAL LINES, OR FOR MONOLINE POLICIES.

PROPOSED EFF DATE	PROPOSED EXP DATE	BILLING PLAN	PAYMENT PLAN	AUDIT
12/06/13	12/06/14	DIRECT BILL		
		AGENCY BILL	PACKAGE POLICY PREMIUM: $	

APPLICANT INFORMATION

NAME (First Named Insured & Other Named Insureds)
Central Connecticut Regional

MAILING ADDRESS INCL ZIP+4 (of First Named Insured)
Planning Agency
225 North Main St. Suite 304
Bristol, CT 06010

FEIN OR SOC SEC # (of First Named Insured):
PHONE (A/C, No, Ext): 860-589-7820
E-MAIL ADDRESS(ES): Cheri@CCRPA.org
WEBSITE ADDRESS(ES):

INDIVIDUAL	CORPORATION	SUBCHAPTER "S" CORPORATION	LLC	NO. OF MEMBERS AND MANAGERS	CR BUREAU NAME:	DATE BUS STARTED
PARTNERSHIP	JOINT VENTURE	NOT FOR PROFIT ORG			ID NUMBER:	

INSPECTION CONTACT: Cheri Desjuette
PHONE (A/C, No, Ext): 860-589-7820
E-MAIL ADDRESS:

ACCOUNTING RECORDS CONTACT: Cheri Desjuette
PHONE (A/C, No, Ext): 860-589-7820
E-MAIL ADDRESS:

PREMISES INFORMATION

ACORD 823 attached for additional premises

LOC #	BLD #	STREET, CITY, COUNTY, STATE, ZIP+4	CITY LIMITS	INTEREST	YR BUILT	# EMPLOYEES	ANNUAL REVENUES	% OCCUPIED
001	001	225 North Main St Bristol CT 06010	INSIDE OUTSIDE	OWNER TENANT				
			INSIDE OUTSIDE	OWNER TENANT				
			INSIDE OUTSIDE	OWNER TENANT				
			INSIDE OUTSIDE	OWNER TENANT				

NATURE OF BUSINESS/DESCRIPTION OF OPERATIONS BY PREMISE(S)

001 001 Consultant

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GENERAL INFORMATION

AGENCY CUSTOMER ID: CENTR-2 OP ID: MS

EXPLAIN ALL "YES" RESPONSES	Y/N
1a. IS THE APPLICANT A SUBSIDIARY OF ANOTHER ENTITY ?	N
1b. DOES THE APPLICANT HAVE ANY SUBSIDIARIES? CCRPA has sub contractors	N
2. IS A FORMAL SAFETY PROGRAM IN OPERATION? All drivers read and sign-off on safety Program	Y
3. ANY EXPOSURE TO FLAMMABLES, EXPLOSIVES, CHEMICALS?	Y
4. ANY CATASTROPHE EXPOSURE?	N
5. ANY OTHER INSURANCE WITH THIS COMPANY OR BEING SUBMITTED?	N
6. ANY POLICY OR COVERAGE DECLINED, CANCELLED OR NON-RENEWED DURING THE PRIOR THREE (3) YEARS? (Not applicable in MO)	N
7. ANY PAST LOSSES OR CLAIMS RELATING TO SEXUAL ABUSE OR MOLESTATION ALLEGATIONS, DISCRIMINATION OR NEGLIGENT HIRING?	N
8. DURING THE LAST FIVE YEARS (TEN IN RI), HAS ANY APPLICANT BEEN INDICTED FOR OR CONVICTED OF ANY DEGREE OF THE CRIME OF FRAUD, BRIBERY, ARSON OR ANY OTHER ARSON-RELATED CRIME IN CONNECTION WITH THIS OR ANY OTHER PROPERTY? (In RI, this question must be answered by any applicant for property insurance. Failure to disclose the existence of an arson conviction is a misdemeanor punishable by a sentence of up to one year of imprisonment).	N
9. ANY UNCORRECTED FIRE CODE VIOLATIONS?	N
10. ANY BANKRUPTCIES, TAX OR CREDIT LIENS AGAINST THE APPLICANT IN THE PAST FIVE (5) YEARS?	N
11. HAS BUSINESS BEEN PLACED IN A TRUST? IF "YES", NAME OF TRUST:	N
12. ANY FOREIGN OPERATIONS, FOREIGN PRODUCTS DISTRIBUTED IN USA, OR US PRODUCTS SOLD/DISTRIBUTED IN FOREIGN COUNTRIES? (If "YES", attach ACORD 815 for Liability Exposure and/or ACORD 816 for Property Exposure)	N

REMARKS/PROCESSING INSTRUCTIONS (Attach additional sheets if more space is required)

COPY OF THE NOTICE OF INFORMATION PRACTICES (PRIVACY) HAS BEEN GIVEN TO THE APPLICANT. (Not applicable in all states, consult your agent or broker for your state's requirements.)

NOTICE OF INSURANCE INFORMATION PRACTICES - PERSONAL INFORMATION ABOUT YOU, INCLUDING INFORMATION FROM A CREDIT REPORT, MAY BE COLLECTED FROM PERSONS OTHER THAN YOU IN CONNECTION WITH THIS APPLICATION FOR INSURANCE AND SUBSEQUENT POLICY RENEWALS. SUCH INFORMATION AS WELL AS OTHER PERSONAL AND PRIVILEGED INFORMATION COLLECTED BY US OR OUR AGENTS MAY IN CERTAIN CIRCUMSTANCES BE DISCLOSED TO THIRD PARTIES WITHOUT YOUR AUTHORIZATION. YOU HAVE THE RIGHT TO REVIEW YOUR PERSONAL INFORMATION IN OUR FILES AND CAN REQUEST CORRECTION OF ANY INACCURACIES. A MORE DETAILED DESCRIPTION OF YOUR RIGHTS AND OUR PRACTICES REGARDING SUCH INFORMATION IS AVAILABLE UPON REQUEST. CONTACT YOUR AGENT OR BROKER FOR INSTRUCTIONS ON HOW TO SUBMIT A REQUEST TO US.

ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR ANOTHER PERSON FILES AN APPLICATION FOR INSURANCE OR STATEMENT OF CLAIM CONTAINING ANY MATERIALLY FALSE INFORMATION, OR CONCEALS FOR THE PURPOSE OF MISLEADING INFORMATION CONCERNING ANY FACT MATERIAL THERETO, COMMITS A FRAUDULENT INSURANCE ACT, WHICH IS A CRIME AND SUBJECTS THE PERSON TO CRIMINAL AND [NY: SUBSTANTIAL] CIVIL PENALTIES. (Not applicable in CO, FL, HI, MA, NE, OH, OK, OR, or VT; in DC, LA, ME, TN, VA and WA, insurance benefits may also be denied)

IN FLORIDA, ANY PERSON WHO KNOWINGLY AND WITH INTENT TO INJURE, DEFRAUD, OR DECEIVE ANY INSURER FILES A STATEMENT OF CLAIM OR AN APPLICATION CONTAINING ANY FALSE, INCOMPLETE, OR MISLEADING INFORMATION IS GUILTY OF A FELONY OF THE THIRD DEGREE.

THE UNDERSIGNED IS AN AUTHORIZED REPRESENTATIVE OF THE APPLICANT AND REPRESENTS THAT REASONABLE ENQUIRY HAS BEEN MADE TO OBTAIN THE ANSWERS TO QUESTIONS ON THIS APPLICATION. HE/SHE REPRESENTS THAT THE ANSWERS ARE TRUE, CORRECT AND COMPLETE TO THE BEST OF HIS/HER KNOWLEDGE.

PRODUCER'S SIGNATURE	PRODUCER'S NAME (Please Print)		STATE PRODUCER LICENSE NO (Required in Florida)
	Michael Rivers		921488
APPLICANT'S SIGNATURE		DATE 11/26/13	NATIONAL PRODUCER NUMBER

ACORD™ BUSINESS AUTO SECTION

OP ID: MS

DATE (MM/DD/YY): 11/26/2013

PRODUCER
PHONE (A/C, No, Ext): 860-589-3434
FAX NO. (A/C, No, Ext): 860-589-6406
Tracy-Driscoll
126 Main Street
P.O.Box 2060
Bristol, CT 06011-2060

CODE: 022394 SUB CODE:

AGENCY CUSTOMER ID: CENTR-2

APPLICANT (First Named Insured): Central Connecticut Regional

EFFECTIVE DATE	EXPIRATION DATE	X DIRECT BILL / AGENCY BILL	PAYMENT PLAN	AUDIT
12/06/13	12/06/14	X DIRECT BILL		

FOR COMPANY USE ONLY

COVERAGES/LIMITS

COVERAGES	COVERED AUTO SYMBOLS	LIMITS
LIABILITY	1 / 4 / X 9 / 2 / X 7 / 3 / X 8	X CSL / BI EA PER $ 1,000,000; BI EACH ACCIDENT $; PROPERTY DAMAGE $
PERSONAL INJURY PROTECTION	5 / 7	OR EQUIVALENT NO-FAULT COVERAGE $ DEDUCTIBLE
ADDITIONAL P.I.P.	5 / 7	TOTAL $ W/C $ M/E $
MEDICAL PAYMENTS	2 / 4 / 8 / 3 / X 7	EACH PERSON $ 5,000
UNINSURED MOTORIST	2 / 6 / 3 / X 7 / 4	X CSL / BI EA PER $ 1,000,000; BI EACH ACCIDENT $; PROPERTY DAMAGE $
UNDERINSURED MOTORIST	2 / 6 / 3 / X 7 / 4	X CSL / BI EA PER $ 1,000,000; BI EACH ACCIDENT $; PROPERTY DAMAGE $
HIRED/BORROWED LIABILITY	STATES CT	COST OF HIRE $ / IF ANY BASIS
NON-OWNED LIABILITY	STATES CT	GROUP TYPE / NUMBER OF: EMPLOYEES, VOLUNTEERS, PARTNERS

COVERAGES	COVERED AUTO SYMBOLS	LIMITS

PHYSICAL DAMAGE

TOWING & LABOR	3 / 7	$
COMPREHENSIVE	2 / 4 / 8 / 3 / X 7	
SPECIFIED CAUSES OF LOSS	2 / 4 / 8 / 3 / 7	
COLLISION	2 / 4 / 8 / 3 / X 7	

HIRED PHYSICAL DAMAGE	STATES	# DAYS	# VEH	COVERAGE/DEDUCTIBLE
				COMP $
				SPEC C OF L $
				COLL $

COVERAGE IS: PRIMARY / SECONDARY

ENDORSEMENTS, FORMS, CONDITIONS

PIP Per/Acc Limits:

COVERED AUTO SYMBOLS
(1) ANY AUTO
(2) ALL OWNED AUTOS
(3) OWNED PRIVATE PASSENGER AUTOS
(4) OWNED AUTOS OTHER THAN PRIVATE PASSENGER
(5) ALL OWNED AUTOS WHICH REQUIRE NO-FAULT COVERAGE
(6) OWNED AUTOS SUBJECT TO COMPULSORY U.M LAW
(7) AUTOS SPECIFIED ON SCHEDULE
(8) HIRED AUTOS
(9) NON-OWNED AUTOS

DRIVER INFORMATION (Include drivers who frequently use own vehicles)

DRIVER #	NAME (Include address, if required)	DATE OF BIRTH	YEAR LIC	DRIVERS LICENSE NUMBER/ SOCIAL SECURITY NUMBER	STATE LIC	USE VEH #	% USE
001	Gregory Kreutzer	03/29/79		036865826	CT		
002	Mark T Rutkowski	10/14/81		107196397	CT		

VEHICLE DESCRIPTION

VEH #	YEAR	MAKE: GMC / MODEL: W4500	BODY TYPE: BOX TRK / V.I.N.: J8DC4B16477007954	SYM/AGE	COST NEW
001	2007				$ 35,000

CITY, STATE, ZIP WHERE GARAGED	TERR	GVW/GCW	CLASS	SIC	FACTOR	SEAT CP	RADIUS	FARTHEST TERM
Bristol CT 06010		14500						

DRIVE TO WORK/SCHOOL	USE		CHECK COVERAGES							DEDUCTIBLES		
UNDER 15 MILES	PLEASURE	COMM'L		ADD'L PIP	X UNDRINS MOTOR	F	LSP		ACV	X COMP	SPEC C OF L
15 MILES OR OVER	FARM	RETAIL	X LIAB	X MED PAY	TOWING & LABOR	FT	X COMP	AA	ST AMT	$ 500FG	
		X SERVICE	PIP	X UNINS MOTOR	SPEC C OF L	FTW	X COLL	$		$ 500	COLL

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PRIOR CARRIER INFORMATION

AGENCY CUSTOMER ID: CENTR-2 OP ID: MS

LINE	CATEGORY					
COMMERCIAL GENERAL LIABILITY	CARRIER					
	POLICY NUMBER					
	POLICY TYPE	CLAIMS MADE / OCCURRENCE	CLAIMS MADE / OCCURRENCE	CLAIMS MADE / OCCURRENCE	CLAIMS MADE / OCCURRENCE	CLAIMS MADE / OCCURRENCE
	RETRO DATE					
	EFF-EXP DATE					
	LIMITS: GENERAL AGGREGATE					
	PRODUCTS COMP OP AGGREGATE					
	PERSONAL & ADV INJ					
	EACH OCCURRENCE					
	FIRE DAMAGE					
	MEDICAL EXPENSE					
	BODILY INJURY OCCURRENCE					
	BODILY INJURY AGGREGATE					
	PROPERTY DAMAGE OCCURRENCE					
	PROPERTY DAMAGE AGGREGATE					
	COMBINED SINGLE LIMIT					
	MODIFICATION FACTOR					
	TOTAL PREMIUM					
AUTOMOBILE LIABILITY	CARRIER	N/A				
	POLICY NUMBER					
	POLICY TYPE					
	EFF-EXP DATE					
	COMBINED SINGLE LIMIT					
	BODILY INJURY EA PERSON					
	BODILY INJURY EA ACCIDENT					
	PROPERTY DAMAGE					
	MODIFICATION FACTOR					
	TOTAL PREMIUM					
PROPERTY	CARRIER	The Hartford				
	POLICY NUMBER	02 SBA CW1553 SB				
	POLICY TYPE					
	EFF-EXP DATE	7/1/13 - 7/1/14				
	BUILDING AMT	No Coverage				
	PERS PROP AMT	124,100				
	MODIFICATION FACTOR					
	TOTAL PREMIUM	$2,165 -				
Prof Liab	CARRIER	Great American				
	POLICY NUMBER	EPP 9424221				
	POLICY TYPE					
	EFF-EXP DATE	9/1/13 - 9/1/14				
	LIMIT	1,000,000				
	MODIFICATION FACTOR					
	TOTAL PREMIUM	$1,850				

LOSS HISTORY N/A

ENTER ALL CLAIMS OR LOSSES (REGARDLESS OF FAULT AND WHETHER OR NOT INSURED) OR OCCURRENCES THAT MAY GIVE RISE TO CLAIMS FOR THE PRIOR 5 YEARS (3 YEARS IN KS & NY) | CHK HERE IF NONE | SEE ATTACHED LOSS SUMMARY

DATE OF OCCURRENCE	LINE	TYPE/DESCRIPTION OF OCCURRENCE OR CLAIM	DATE OF CLAIM	AMOUNT PAID	AMOUNT RESERVED	CLAIM STATUS OPEN	CLAIM STATUS CLSD

REMARKS NOTE: FIDELITY REQUIRES A FIVE YEAR LOSS HISTORY

ATTACHMENTS

	STATE SUPPLEMENT(S) (If applicable)

VEHICLE DESCRIPTION (continued)

VEH #	YEAR	MAKE:	BODY TYPE:	SYM/AGE	COST NEW
		MODEL:	V.I.N.:		$

CITY, STATE, ZIP WHERE GARAGED	TERR	GVW/GCW	CLASS	SIC	FACTOR	SEAT CP	RADIUS	FARTHEST TERM

DRIVE TO WORK/SCHOOL	USE		COMM'L	CHECK COVERAGES		ADD'L PIP	UNDRINS MOTOR	F	LSP	DEDUCTIBLES	ACV	COMP	SPEC C OF L
UNDER 15 MILES	PLEASURE		RETAIL	LIAB		MED PAY	TOWING & LABOR	FT	COMP	AA	ST AMT	$	
15 MILES OR OVER	FARM		SERVICE	PIP		UNINS MOTOR	SPEC C OF L	FTW	COLL	$		$	COLL

VEH #	YEAR	MAKE:	BODY TYPE:	SYM/AGE	COST NEW
		MODEL:	V.I.N.:		$

CITY, STATE, ZIP WHERE GARAGED	TERR	GVW/GCW	CLASS	SIC	FACTOR	SEAT CP	RADIUS	FARTHEST TERM

DRIVE TO WORK/SCHOOL	USE		COMM'L	CHECK COVERAGES		ADD'L PIP	UNDRINS MOTOR	F	LSP	DEDUCTIBLES	ACV	COMP	SPEC C OF L
UNDER 15 MILES	PLEASURE		RETAIL	LIAB		MED PAY	TOWING & LABOR	FT	COMP	AA	ST AMT	$	
15 MILES OR OVER	FARM		SERVICE	PIP		UNINS MOTOR	SPEC C OF L	FTW	COLL	$		$	COLL

VEH #	YEAR	MAKE:	BODY TYPE:	SYM/AGE	COST NEW
		MODEL:	V.I.N.:		$

CITY, STATE, ZIP WHERE GARAGED	TERR	GVW/GCW	CLASS	SIC	FACTOR	SEAT CP	RADIUS	FARTHEST TERM

DRIVE TO WORK/SCHOOL	USE		COMM'L	CHECK COVERAGES		ADD'L PIP	UNDRINS MOTOR	F	LSP	DEDUCTIBLES	ACV	COMP	SPEC C OF L
UNDER 15 MILES	PLEASURE		RETAIL	LIAB		MED PAY	TOWING & LABOR	FT	COMP	AA	ST AMT	$	
15 MILES OR OVER	FARM		SERVICE	PIP		UNINS MOTOR	SPEC C OF L	FTW	COLL	$		$	COLL

VEH #	YEAR	MAKE:	BODY TYPE:	SYM/AGE	COST NEW
		MODEL:	V.I.N.:		$

CITY, STATE, ZIP WHERE GARAGED	TERR	GVW/GCW	CLASS	SIC	FACTOR	SEAT CP	RADIUS	FARTHEST TERM

DRIVE TO WORK/SCHOOL	USE		COMM'L	CHECK COVERAGES		ADD'L PIP	UNDRINS MOTOR	F	LSP	DEDUCTIBLES	ACV	COMP	SPEC C OF L
UNDER 15 MILES	PLEASURE		RETAIL	LIAB		MED PAY	TOWING & LABOR	FT	COMP	AA	ST AMT	$	
15 MILES OR OVER	FARM		SERVICE	PIP		UNINS MOTOR	SPEC C OF L	FTW	COLL	$		$	COLL

ADDITIONAL INTERESTS/CERTIFICATE RECIPIENTS (ATTACH acord 45 FOR ADDITIONAL NAMES)

INTEREST	RANK:	NAME AND ADDRESS	REFERENCE #:		CERTIFICATE REQUIRED	INTEREST IN ITEM NUMBER	
	ADDITIONAL INSURED					LOCATION:	BUILDING:
	LOSS PAYEE					VEHICLE:	BOAT:
	MORTGAGEE					SCHEDULED ITEM NUMBER:	
	LIENHOLDER					OTHER	
	EMPLOYEE AS LESSOR						
		ITEM DESCRIPTION:					

GENERAL INFORMATION

EXPLAIN ALL "YES" RESPONSES	YES	NO		YES	NO
1. WITH THE EXCEPTION OF ENCUMBRANCHES, ARE ANY VEHICLES NOT SOLELY OWNED BY AND REGISTERED TO THE APPLICANT?			7. DO OPERATIONS INVOLVE TRANSPORTING HAZARDOUS MATERIAL?		
			8. ANY HOLD HARMLESS AGREEMENTS?		
			9. ANY VEHICLES USED BY FAMILY MEMBERS? IF SO, IDENTIFY IN REMARKS.		
2. DO OVER 50% OF THE EMPLOYEES USE THEIR AUTOS IN THE BUSINESS?			10. DOES THE APPLICANT OBTAIN MVR VERIFICATIONS?		
3. IS THERE A VEHICLE MAINTENANCE PROGRAM IN OPERATION?			11. DOES THE APPLICANT HAVE A SPECIFIC DRIVER RECRUITING METHOD?		
4. ARE ANY VEHICLES LEASED TO OTHERS?			12. ARE ANY DRIVERS NOT COVERED BY WORKERS COMPENSATION?		
5. ARE ANY VEHICLES CUSTOMIZED, ALTERED OR HAVE SPECIAL EQUIPMENT?			13. ANY VEHICLES OWNED BUT NOT SCHEDULED ON THIS APPLICATION?		
6. ARE ICC, PUC OR OTHER FILINGS REQUIRED?			14. ANY DRIVERS WITH MOVING TRAFFIC VIOLATIONS?		

DESCRIPTION OF GARAGE/STORAGE LOCATIONS	MAXIMUM DOLLAR VALUE SUBJECT TO LOSS

REMARKS

UNINSURED AND UNDERINSURED MOTORISTS COVERAGES (Check the appropriate box(es) below and sign where applicable)

DO NOT USE IN AR, AZ, CA, CT, DE, FL, GA, IA, IL, MD, NJ, NV, OK, OR, PA, RI, SC, WV; USE SPECIFIC STATE SUPPLEMENT. MINIMUM UM LIMITS REQUIRED IN DC, ME, MN, MO, VT, VA, WA, WI.

I UNDERSTAND AND ACKNOWLEDGE THAT UNINSURED MOTORIST (UM) AND UNDERINSURED MOTORISTS (UIM) COVERAGES HAVE BEEN EXPLAINED TO ME. I HAVE BEEN OFFERED THE OPTIONS OF:

- ☐ SELECTING UM AND UIM LIMITS EQUAL TO MY LIABILITY LIMITS,
- ☐ SELECTING UM AND UIM LIMITS LOWER THAN MY LIABILITY LIMITS, OR
- ☐ REJECTING COVERAGE ENTIRELY.

I UNDERSTAND THAT THE COVERAGE SELECTION AND LIMIT CHOICES INDICATED HERE WILL APPLY TO ALL FUTURE POLICY RENEWALS, CONTINUATIONS AND CHANGES UNLESS I NOTIFY YOU OTHERWISE IN WRITING.

1. I SELECT UM AND UIM LIMITS INDIC IN THIS APP _____ (APPLICANT'S SIGNATURE)
2. I REJECT UM BODILY INJURY COVERAGE _____ (APPLICANT'S SIGNATURE)
3. I REJECT UIM BODILY INJURY COVERAGE _____ (APPLICANT'S SIGNATURE)
4. I REJECT UM PROPERTY DAMAGE COVERAGE _____ (APPLICANT'S SIGNATURE)
5. I REJECT UIM PROPERTY DAMAGE COVERAGE _____ (APPLICANT'S SIGNATURE)

Central Connecticut Regional

ADDITIONAL VEHICLE INFORMATION

VEHICLE # 6

001	LIAB	EP	EA	OPT CODES: PD	UNINS MOTOR	EP	EA	OPT CODES: PD
	PIP	EP	EA	OPT CODES: DED	UNDRINS MOTOR	EP	EA	OPT CODES: PD
	ADD PIP	WC	ME	OPT CODES: TOT	TOWING & LABOR	LIMIT		OPT CODE:
	MED PAY	EA		OPT CODES:	OTHER COVERAGE			
	LIAB	EP	EA	OPT CODES: PD	UNINS MOTOR	EP	EA	OPT CODES: PD
	PIP	EP	EA	OPT CODES: DED	UNDRINS MOTOR	EP	EA	OPT CODES: PD
	ADD PIP	WC	ME	OPT CODES: TOT	TOWING & LABOR	LIMIT		OPT CODE:
	MED PAY	EA		OPT CODES:	OTHER COVERAGE			
	LIAB	EP	EA	OPT CODES: PD	UNINS MOTOR	EP	EA	OPT CODES: PD
	PIP	EP	EA	OPT CODES: DED	UNDRINS MOTOR	EP	EA	OPT CODES: PD
	ADD PIP	WC	ME	OPT CODES: TOT	TOWING & LABOR	LIMIT		OPT CODE:
	MED PAY	EA		OPT CODES:	OTHER COVERAGE			
	LIAB	EP	EA	OPT CODES: PD	UNINS MOTOR	EP	EA	OPT CODES: PD
	PIP	EP	EA	OPT CODES: DED	UNDRINS MOTOR	EP	EA	OPT CODES: PD
	ADD PIP	WC	ME	OPT CODES: TOT	TOWING & LABOR	LIMIT		OPT CODE:
	MED PAY	EA		OPT CODES:	OTHER COVERAGE			
	LIAB	EP	EA	OPT CODES: PD	UNINS MOTOR	EP	EA	OPT CODES: PD
	PIP	EP	EA	OPT CODES: DED	UNDRINS MOTOR	EP	EA	OPT CODES: PD
	ADD PIP	WC	ME	OPT CODES: TOT	TOWING & LABOR	LIMIT		OPT CODE:
	MED PAY	EA		OPT CODES:	OTHER COVERAGE			
	LIAB	EP	EA	OPT CODES: PD	UNINS MOTOR	EP	EA	OPT CODES: PD
	PIP	EP	EA	OPT CODES: DED	UNDRINS MOTOR	EP	EA	OPT CODES: PD
	ADD PIP	WC	ME	OPT CODES: TOT	TOWING & LABOR	LIMIT		OPT CODE:
	MED PAY	EA		OPT CODES:	OTHER COVERAGE			

ATTACH TO COMMERCIAL BUSINESS AUTO APPLICATION

CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY
225 N MAIN STREET, SUITE 304, BRISTOL CT 06010 • WWW.CCRPA.ORG • 860.589.7820(P) • 860.589.6950(F)

MEMORANDUM

TO: Agency Board
FROM: Jason Zheng, Associate Planner (Transportation)

DATE: November 26, 2013

FOR AGENDA: December 5, 2013

SUBJECT: New Britain project "Rehab. Curtis St bridge over Route 72" STIP/TIP Amendments (4 items)

This is a new project to be added to the region's STIP/TIP. The State has identified the Curtis St bridge as structurally deficient.

The project is funded under the National Highway Performance Program - Bridge Program (NHPP-BRX). The four STIP/TIP amendments are for the different project phases as outlined below with the schedule and costs. Costs are 80% federal and 20% state.

PE (Preliminary Design)	2014	$300,000
PE (Final Design)	2015	$400,000
ROW (Right-of-Way)	2015	$50,000
CON (Construction)	2016	$6,000,000

The Transportation Committee reviewed this on November 21, 2013 and voted approval.

This project ensures a continued commitment to safety and system preservation within our region, which are both supported by CCRPA. On that basis, it is my

RECOMMENDATION

That your Board
Approve these STIP/TIP amendments.

CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY
225 N MAIN STREET, SUITE 304, BRISTOL CT 06010 • WWW.CCRPA.ORG • 860.589.7820(P) • 860.589.6950(F)

MEMORANDUM

TO: Agency Board
FROM: Jason Zheng, Associate Planner (Transportation)

DATE: November 26, 2013

FOR AGENDA: December 5, 2013

SUBJECT: Endorsement of LOTCIP (2014-2015) Projects

The **Local Transportation Capital Improvement Program (LOTCIP)** is a newly legislated **state** program that provides $3.1 million annually for 2014 and 2015. LOTCIP is intended for municipal projects and supplements the **Surface Transportation Program - Urban (STPU)** which is a **federal** program. Historically, STPU also funded municipal projects, but the cumbersome nature of STPU led to project delays and prohibitive overhead/administrative costs.

LOTCIP eligibility mirrors the STPU program. Examples of eligible projects are: traffic mitigation, environmental restoration, pedestrian/cycling facilities, bridge repairs, safety improvements, et al.

CCRPA solicited member municipalities for potential projects. After discussion at the last Transportation Committee meeting, the following projects are recommended for funding:

Bristol	Traffic Signal Upgrades	$500,000
New Britain	Arch St Enhancements	$1,600,000
Plainville	Cooke St Repaving	$1,000,000
Plymouth	Bemis St Repaving	$1,500,000
Southington	Plantsville Enhancements	$2,400,000

Estimates subject to change. Portions of enhancements projects may be ineligible.

Endorsement does not guarantee funding. The next step will be to request a formal LOTCIP application from each municipality as required by ConnDOT. Endorsement enables the next steps to proceed. On that basis, it is my

RECOMMENDATION

That your Board
Endorse the LOTCIP projects as noted above.

CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY
225 N MAIN STREET, SUITE 304, BRISTOL CT 06010 • WWW.CCRPA.ORG • 860.589.7820(P) • 860.589.6950(F)

MEMORANDUM

TO: Agency Board
FROM: Jason Zheng, Associate Planner (Transportation)

DATE: November 26, 2013

FOR AGENDA: December 5, 2014

SUBJECT: Endorsement of Burlington Emergency Repair Project

As noted in the "Endorsement of LOTCIP projects" memorandum, the new state program (LOTCIP) is providing $3.1 million additional funding each year for 2014 and 2015. With LOTCIP as a source for municipal projects, ConnDOT proposes funding more projects on State roads though the region's STPU program.

The region will prioritize projects through the STPU program, but leftover funds for each fiscal year may be allocated to other State projects within the region. Through a collaborative process, ConnDOT and CCRPA recommend funding the following project through the region's STPU 2014 program:

Burlington	Emergency Repairs on Route 4 (Embankment Erosion by Burlington Brook)
Cost estimate	$500,000 (80% federal, 20% state)

Adding this project will not affect funding for other scheduled projects in 2014.

As an emergency project, a formal STIP/TIP amendment is not required.

This project ensures a continued commitment to safety and system preservation within our region, which are both supported by CCRPA. On that basis, it is my

RECOMMENDATION

That your Board
Endorse the above project.

CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY
Serving Berlin, Bristol, Burlington, New Britain, Plainville, Plymouth, and Southington
225 North Main Street, Suite 304, Bristol, CT 06010-4993 · tel/fax: 860-589-7820 · http://ccrpa.org

MEMORANDUM

TO: Agency Board
FROM: Francis Pickering, Deputy Director
DATE: November 25, 2013

FOR AGENDA: December 5, 2013

SUBJECT: Housekeeping to Agency bylaws

Earlier this year, the Transportation Improvement Committee was renamed the Transportation Committee. This change was made to facilitate communication by improving consistency with other regional agencies, who use the term Transportation Committee. This change has been well-received.

Since then, it has come to staff's attention that other Agency committees have uncommon names. (These names are given in article VI of the Agency bylaws). While the other RPOs have committees with similar function and structure as the CPC and PFP, none of them use either term. This creates unnecessary complexity in discussions with other RPOs, the state, and municipal officials, as staff must explain the composition and purpose of each committee. Other agencies use the terms "Regional Planning Commission" (RPC) and "Executive Committee," for their respective analogues to the CPC and PFP.

Agency bylaws also provide for a Legislative Activity Committee (LAC). The LAC has not met for several years. It thus appears that the committee is no longer necessary. (Legislative activity can be and has been addressed through the Agency's governing Board and its existing committees as well as through Article VI/E of the bylaws, which provides for special, ad hoc committees.)

On that basis, it is my

RECOMMENDATION

that your Board:

Amend the Agency 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).