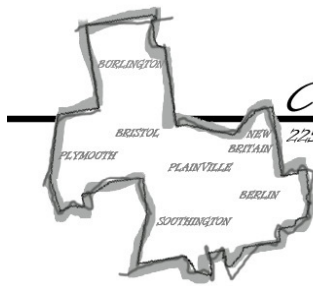


**November 2013**  
**CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY**  
**FINANCIAL REPORT AND CASH FLOW STATEMENT**

<b>REVENUES</b>	<b>Budget</b>	<b>Current Month</b>	<b>Year To Date</b>	<b>Balance</b>	<b>% Received</b>
Municipal Contributions	91,500	0	91,501	-1	100.00%
Transportation Planning Grant	457,072	41,920	210,865	246,207	46.13%
Paratransit Admin./Contractor	1,825,000	143,530	764,968	1,060,032	41.92%
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	250	650	750	46.43%
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	0	4,000	4,000	50.00%
Sustainable Communities	75,000	9,470	15,397	59,603	20.53%
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	8	6,324	-5,324	632.42%
<b>Budgeted Revenues</b>	<b>3,105,416</b>	<b>195,178</b>	<b>1,155,570</b>	<b>1,949,846</b>	
42% completed					
<b>EXPENDITURES</b>	<b>Budget</b>	<b>Current Month</b>	<b>Year To Date</b>	<b>Balance</b>	<b>% Used</b>
Salaries/Payroll Taxes/Workers Comp.	803,544	54,334	272,092	531,452	33.86%
Retirement/Administration	27,757	2,087	7,155	20,602	25.78%
Health/Life & STD Insurance	118,540	7,057	40,616	77,924	34.26%
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	132,601	714,984	990,016	41.93%
Equipment Service Contracts/Maintenance	5,000	0	591	4,409	11.82%
Equipment/Software Purchases	21,002	1,926	11,639	9,363	55.42%
Rent	33,500	2,837	12,897	20,603	38.50%
Office Cleaning	6,600	250	1,250	5,350	18.94%
Telephone/Postage	5,000	310	2,599	2,401	51.98%
Office Upgrades	7,000	0	0	7,000	0.00%
Supplies	3,000	299	676	2,324	22.53%
Training/Workshops/Seminars/Conf.	18,000	4,286	10,461	7,539	58.12%
Travel in State/Meetings/Forums	15,200	1,055	4,677	10,523	30.77%
Dues/Subscriptions	15,010	0	7,791	7,219	51.91%
Publications	400	0	0	400	0.00%
Advertising	2,000	115	115	1,885	5.75%
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	420	2,634	5,966	30.63%
<b>Budgeted Expenses</b>	<b>3,105,416</b>	<b>207,577</b>	<b>1,106,107</b>	<b>1,999,309</b>	
<b>CASH ON HAND</b>					
Checking Acct. Balance - BOA				122,688	
CT State Treas.Short-Term Investment Fund				4,166	
Money Market - BOA				128,280	
CD - Thomaston Savings Bank				101,410	
CD - Webster Savings Bank				49,830	
<b>TOTAL CASH ON HAND</b>				<b>406,374</b>	



MEMORANDUM

TO: Executive Committee  
FROM: Carl J. Stephani, Executive Director  
DATE: December 31, 2013  
FOR AGENDA: January 9, 2014  
SUBJECT: Employee Handbook Amendment - Sick Leave

With the request of New Britain to be moved to CRRPA, and the re-designation by OPM of our Region as part of the CRRPA Region, the future of the CCRPA now involves a greater amount of uncertainty than it has in the past. The Agency's Employee Handbook currently states that: "Employees will not be compensated for any amount of accrued but unused sick days upon termination of employment at any time for any reason." The Board could help diminish the level of anxiety over the changes that are taking place, and minimize the impact of absenteeism, by amending that sentence in the Employee Handbook adding the phrase:

" , except in the case of a layoff due to diminished workload, or dissolution of the Agency, at which time all accrued but unused sick days will be compensated."

The maximum potential budget impact of that change in policy (if every current employee remained with the Agency as long as they could), would be in the range of \$114,000 (out of a total fund reserve of approximately \$283,000, see attachment).

On that basis, it is my

RECOMMENDATION

that your Committee

Recommend that the Agency Board amend the Employee Handbook in relation to sick leave by adding a phrase that would allow compensation for unused sick leave in the case of a layoff resulting from a diminished workload, or the dissolution of the Agency, as noted above.

Attachment: Employees' Projected Sick Time Accrued Bank - Maximum Pay Out

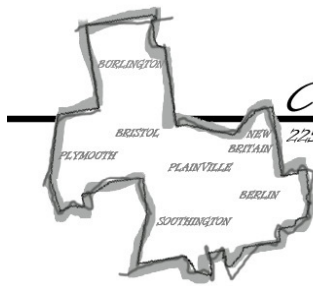
cc: Agency Board

## Employees' Projected Sick Time Accrued Bank- Maximum Pay Out

<u>Employee</u>	<u>Rate</u>	<u>Sick as of 12/31/2014</u>	<u>Payout</u>
Bouchard - Duquette, Cheri	29.5043	320.56	\$9,457.90
Esposito, Elizabeth	23.0769	93.67	\$2,161.61
Hadjstylianios, Kristin	23.0769	90.44	\$2,087.07
Malone, Tim	34.0258	307.91	\$10,476.88
Martin, Greg	24.6857	150.65	\$3,718.90
Pickering, Francis	38.2752	450.7	\$17,250.63
Ryan, Amanda	24.6852	158.27	\$3,906.93
St. Peter, Abby	28.75	287.47	\$8,264.76
Stephani, Carl	58.6231	490	\$28,725.32
Thomas, Kristin	31.0079	69	\$2,139.55
Towle, Mike	23.7362	99.59	\$2,363.89
Zheng, Jason	28.75	261.63	\$7,521.86
			\$98,075.31
Social Security and Medicare 7.65%			\$7,502.76
State Unemployment Taxes (15K at 6.80%)			\$8,062.15
<b>Total Projected Payout</b>			<b>\$113,640.22</b>
<b>Account Reserves</b>			<b>\$283,686.00</b>

Max: 490 for of sick time allowed

This sheet represents a projected payout of accumulated sick time at a maximum based on the employees' awarded time and the allowable maximums. These calculations may change should an employee need to use sick time or should a staff member be released prior to December 31, 2014 due to lack of projects



## MEMORANDUM

TO: Pension Trustees/Executive Committee  
FROM: Cheri Bouchard-Duquette, Office and Financial Administrator  
DATE: December 31, 2013

FOR AGENDA: January 9, 2014

SUBJECT: Employee Money Purchase Plan (Retirement) Amendment - Vesting

CCRPA offers its eligible employees a Money Purchase Retirement (savings) Plan to which an employee contributes 3% of annual salary which the Agency matches with a 4% contribution. Employees own their 3% contribution with the interest earned on it; a vesting schedule is used for the Agency's 4%. The vesting schedule is intended to encourage staff retention, and is based on the number of years an employee is with the Agency as follows:

Years of Service	Vested Percentage
1	20%
2	40%
3	60%
4	80%
5	100%

Six employees currently participate in the plan, three of which are fully vested. The remaining three will not be fully vested (100%) until late 2015 and early 2016.

With the request of New Britain to be moved to CRCOG, and the re-designation by OPM of our Region as part of the CRCOG Region, the future of the CCRPA now involves a greater amount of uncertainty than it has in the past; but it does appear that the three not-fully vested employees will never have the opportunity to become fully vested, and will forfeit a percentage of the Agency's 4% contribution to their savings due to circumstances beyond their control. The Trustees can amend the Plan to allow for full vestiture for all employees enrolled and contributing to the Money Purchase upon a layoff for diminished workload, or dissolution of the Agency. This change in the Plan would have an approximately \$5,500 impact upon the Agency's reserve fund balance of more than \$283,000.

On that basis, it is my

### RECOMMENDATION

that you, acting as the Money Purchase Option Retirement Plan Trustees:  
Amend the CCRPA Money Purchase Option Retirement Plan administered by PASI, LLC, to add the following language, effective immediately: "Notwithstanding any other provision of this Plan, in the case of a layoff due to diminished workload, or the dissolution of the Agency, all amounts then credited to the account of any affected Participant shall become 100% Vested and shall not thereafter be subject to Forfeiture."

Attachment: Potential Pension Forfeiture of Money Purchase Option Plan Funds by Employee

cc: Agency Board

## Potential Pension Forfeiture of Money Pruchase Option Plan Funds by Employee

<u>Employee</u>	<u>DOH</u>	<u>% vested as of 12/31/2014</u>	<u>Amount Forfeited</u>
Bouchard - Duquette, Cheri	02/2007	100%	\$0.00
Malone, Tim	11/2010	80%	\$1,669.00
Pickering, Francis	08/2008	100%	\$0.00
St. Peter, Abby	06/2011	60%	\$2,520.00
Stephani, Carl	01/2000	100%	\$0.00
Thomas, Kristin	11/2010	80%	\$1,258.00
<b>Total Forfeited</b>			<b><u><u>\$5,447.00</u></u></b>

\* Date of hire

6 employees are currently enrolled, 3 of which are 100% vested. The other three will forfeit a portion of the Agency's match which is 4% of salary. These funds have already been paid and are currently being invested for the employees



Connecticut Chapter  
American Planning Association

**2013 INNOVATIVE PLAN AWARD**

**Central CT Regional Planning Agency  
Plan of Conservation & Development**

For Developing a Regional Plan with a Vision for the Sustainable  
Use of the Most Basic Natural Resource of All—Land

December 6, 2013

# - CANDIDATE BULLETIN -

## Moving Transportation Forward in Connecticut

- Transit for Connecticut
- Tri State Transportation Campaign
- Connecticut Fund for the Environment
- Regional Plan Association
- CT Association for Community Transportation
- CT League of Conservation Voters
- Capitol Region Council of Governments
- Connecticut Construction Industries Association
- Stamford Chamber of Commerce
- Northwest Connecticut Chamber of Commerce
- CT Environmental & Utilities Contractors Association
- Connecticut Road Builders Association
- Connecticut Ready Mixed Concrete Association
- Connecticut Asphalt & Aggregate Producers Association
- Connecticut Conference of Municipalities
- Connecticut Society of Civil Engineers
- New England Region Council of Carpenters
- International Union of Operation Engineers Local 478
- Bike Walk Connecticut
- American Council of Engineering Companies of Connecticut
- Central Connecticut Regional Planning Agency
- Bridgeport Regional Business Council
- Middlesex County Chamber of Commerce
- Eastern Connecticut Chamber of Commerce
- League of Women Voters of Connecticut
- The Business Council of Fairfield County
- Connecticut Citizens' Transportation Lobby
- Greater Bridgeport Regional Council
- Associated General Contractors of Connecticut
- Connecticut Subcontractors Association
- Windham Region Council of Governments
- Greater Meriden Chamber of Commerce
- New Neighborhoods, Inc.
- Ironworkers Local 15
- Southeastern CT Council of Governments

Connecticut residents, businesses, workers, and visitors deserve a **reliable** transportation system that moves people and goods on time, every time.

They deserve a **safe** system -- one where bridges are in good repair, - train derailments are a thing of the past, and where fewer of our citizens are harmed while crossing the street or driving a car.

And they deserve a system that supports **multiple options**, so that families have safe sidewalks and bike lanes in their neighborhoods, roads are safer and less congested, and expanded and affordable rail and bus service allows everyone to participate in the economy and promotes a cleaner and healthier environment in which to live.

*To develop this system, Connecticut's elected officials and policy makers need to:*

**Protect Funding.** Since 2005, \$1.2 billion of the state's motor fuel taxes have gone into the general fund, instead of being used as a down payment on the transportation improvements the state needs. Connecticut must quickly repair this breach of the public trust. This year, lawmakers passed legislation restricting the use of transportation funds for transportation projects. That's a good start, but only an amendment to the state constitution can keep the transportation fund in a protected lockbox.

**Expedite Projects.** Improving ConnDOT's ability to deliver projects could add thousands of new jobs in Connecticut next year and expedite much needed improvements across all modes of transportation. Authorized funding must turn into designed and constructed projects in a timely fashion, which could have a positive, lasting effect on Connecticut's workforce, infrastructure, and economy. Expediting projects can be done in a number of ways, from faster design and bidding, to allowing regional agencies to take on more responsibility for small projects.

**Plan for the Uncertain Future.** After 2014, Connecticut faces a transportation funding cliff. Federal funding is projected to sharply decline, and authorities estimate that the state could see up to an 87% reduction in federal transportation funds. Connecticut needs a plan for this worst-case scenario, and can look to its peers: While Washington has not addressed the funding challenge, dozens of states – from Wyoming to Massachusetts – have chosen to dedicate more funding to transportation.

**Invest Wisely.** Connecticut has huge needs, both to repair our infrastructure, and improve the highway and transit systems in key areas. Million- and billion-dollar decisions about how to invest have to be justified and prioritized using cost-benefit analysis. These decisions must be made through a broad, statewide process with a long-range perspective of reducing congestion and improving the economy and the environment.

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Organizational Contacts: **Transit for CT** | Karen Burnaska | 203-261-9243 | karenb01@earthlink.net

**Tri-State Transportation Campaign** | Steven Higashide | 212-268-7474 | steven@tstc.org

**CT Fund for the Environment** | Roger Reynolds | 203-787-0646 | rreynolds@ctenvironment.org

**Regional Plan Association** | Amanda Kennedy | 203-356-0390 | Amanda@rpa.org

**CACT** | Mary Tomolonius | 860-693-0398 | mary.cact@yahoo.com

**CT LCV** | Kirsten Griebel | 860-236-5442 | Kirsten.griebel@ctlc.org

**CRCOG** | Lyle Wray | 860-522-2217 | lwwray@crco.org

**CCIA** | Don Shubert | 860-529-6855 | dshubert@ctconstruction.org