

**AGENCY BOARD SPECIAL MEETING MINUTES**  
**Noon, Thursday, February 18, 2014**

- I. Call to order, report of informed absences & declaration of quorum (4 towns) - the meeting was called to order at approximately 12:12PM by the Executive Director with the following in attendance:

	Chief Elected Official, or Proxy	Planning Commission Rep.	Council Rep. (Towns >25,000)
Berlin	Denise McNair, Town Manager (via phone)	vacant	~
Bristol	Ken Cockayne, Mayor	vacant	vacant
Burlington	Ted Shafer, First Selectman	vacant	~
New Britain	Erin Stewart, Mayor	vacant	vacant
Plainville	Robert E. Lee, Town Manager	vacant	~
Plymouth	David Merchant, Mayor	vacant	~
Southington	Garry Brumback, Town Manager	vacant	vacant

Also in attendance: David LeVasseur, and Dan Morley, CT OPM; Tom Maziarz, CT DOT; Lyle Wray, CRCOG; Rick Dunne, VCOG; John Healey, City of New Britain; and, Carl Stephani, Cheri Bouchard-Duquette, Francis Pickering, Tim Malone, Abby St. Peter, and Cheri Bouchard-Duquette, CCRPA Staff

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

III. Action Items

- A. Election of Officers - Chair, Vice Chair, Treasurer, Secretary

The following nominations were moved, seconded, and approved by unanimous ballot: Chair, Robert E. Lee; Vice Chair, Erin Stewart; Treasurer, Ted Shafer; Secretary, Ken Cockayne.

- B. Approval of the February 6, 2014, regular meeting minutes

MOTION: Ken Cockayne move to approve the February 6, 2014, regular meeting minutes as presented; seconded by David Merchant; passed unanimously.

- C. Receipt and filing of the January 2014, Financial Report for Audit

MOTION: Ken Cockayne moved to receive and file the January 2014 Financial Report for Audit; seconded by Ted Shafer; passed unanimously.

- D. Appointment of a Planning and Zoning Referral Review Committee (RRC)

MOTION: David Merchant moved to establish and appoint members to a Planning and Zoning Referral Review committee (RRC) to exist until December 31, 2014, and to operate under specified procedures; seconded by Gary Brumback; passed unanimously.

- E. Approval of a Paratransit Services Contract with First Transit

MOTION: Erin Stewart moved to authorize the Executive Director to execute the proposed contract with First Transit, Inc., for the provision of paratransit services from July 1, 2014 to June 30, 2018 and to incorporate changes proposed by First Transit, Inc. that are found acceptable by the CCRPA's attorney; seconded by Ken Cockayne; passed unanimously.

- F. Establishment of Transition Board - The Executive Director described organizational procedures that can be followed after dissolution of the CCRPA to assure proper closeout of the entity's assets and liabilities. A Board member asked the ConnDOT representative whether it would be possible for the seven-town MPO to remain together and received a firm reply in the negative. Upon further discussion it was given to the Board to understand that for any change to the MPO boundary to be made, an affirmative vote of the Chief Elected Officials representing at least 75% of the MPO's population would have to first be obtained.

- G. Funding Options for 2014 - The Executive Director described the various municipal dues that will be collected until the agency's dissolution.

- H. Staffing needs during transition - The Executive Director indicated that this topic would be covered at the Board's March meeting when the draft FY2014-2015 budget will be discussed.

- I. Setting regular meeting date/time/location

MOTION: Ken Cockayne moved to set noon on the third (3<sup>rd</sup>) Tuesday of each month at the Agency's offices as the regular meeting schedule for the Board; seconded by Gary Brumback; passed unanimously

- J. RPO Q&A - no further questions and answers were discussed.

- K. Other Business - none raised.

- IV. Information - the Board was advised that sandwiches and drinks will be provided for meetings.

- V. Adjournment was declared at approximately 1:23pm