



**AGENCY BOARD SPECIAL MEETING MINUTES**  
 Noon, Thursday, March 18, 2014 ; CCRPA 225 N. Main St. Ste 304, Bristol, CT

- I. Call to order & report of informed absences (quorum - 4 towns) - Chairman Robert E. Lee called the meeting to order at approximately 12:10PM, with all members in attendance along with: Lyle Wray, Executive Director and Pauline Yoder, Special Projects Manager of CRCOG; Jim Albert, President & CEO of the Central Connecticut Chambers of Commerce; Anna Manufo, Intern for Town of Plainville; Carl Stephani, Cheri Bouchard-Duquette, Francis Pickering, and Tim Malone of CCRPA staff.

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

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

III. Action Items

- A. Approval of February 18, 2014, meeting minutes  
 MOTION: Ken Cockayne moved to accept the February 18, 2014, meeting minutes as presented; seconded by Erin Stewart; passed unanimously
- B. Receipt and filing of the February 2014, Financial Report for Audit  
 MOTION: Erin Stewart moved to receive and file the February 2014 Financial Report for Audit; seconded by Gary Brumback; passed unanimously
- C. Approval of Bylaws Amendment changing regular meeting days and time, officer election procedures, and standing committees  
 MOTION: Key Cockayne moved to approve the following amendments to the Agency Bylaws: Dave Merchant seconded: passed unanimously
1. Section IV.A to read: "... the Board shall meet at noon on the third Tuesday of every month except in July and August."
  2. Section V.B to read: "Selection - Officers shall be chosen from duly appointed or elected representatives from different municipalities by vote of the Agency Board after nominations from the floor."
  3. Sections VI.A-C are deleted.
- Chairman, Robert E Lee asked for a motion to add an Executive Session to the agenda at the end of the meeting to discuss CCRPA personnel matters.  
 MOTION: Gary Brumback moved to add to an Executive Session to the end of the meeting agenda to discuss personnel matters; seconded by Ken Cockayne; passed unanimously.
- D. Resolution 20140318 on the Agency's Title VI program, policies, and procedures  
 MOTION: Ken Cockayne moved to approve Resolution 20140318 re-affirming the Agency's Title VI Program; seconded by Dave Merchant; passed unanimously.
- E. Authorization to purchase ARCGIS Software with RPI Grant Funds for Burlington, Plainville, and Plymouth  
 MOTION: Erin Stewart moved to authorize the Executive Director to purchase a total of three licenses of ESRI ArcGIS for Desktop Basic, for a price not to exceed \$4,800 with the towns of Burlington, Plainville, and Plymouth to each receive one license (future updates to the software to be the responsibility of each town); seconded by Denise McNair; passed unanimously.
- F. Authorization to approve an MPO STIP/TIP Amendment for Burlington Trail Improvements

MOTION: Ted Shafer moved to authorize the Executive Director to approve the MPO STIP/TIP Amendment for Burlington Trail Improvements; seconded by Ken Cockayne; passed unanimously  
G. Authorization to Publish the Draft MPO Transportation Improvement Program (TIP) 2015-2018 for Public Hearing

Several questions were raised about the format for the draft document and whether it represented a new TIP, or simply an edit of the current TIP with the current year deleted and a new final year added. It was explained that federal requirements did not permit the document to be prepared in that form; a new TIP was required.

MOTION: Dave Merchant moved to authorize publication of the Draft MPO TIP 2015-2018 for Public Hearing; seconded by Ken Cockayne; passed unanimously

H. Consideration of Alternative MPO Hosting Options

MOTION: Ken Cockayne moved to Authorize the Executive Director to re-initiate discussions with CCSU, and, concurrently to work with staff (involving no direct expenditure of funds) regarding the paperwork required to establish a new MPO host which would either be: (1) a new non-profit entity governed by the Region's 7 CEOs; a re-structuring of the Region's Economic Development District; or, an agreement with an adjacent MPO such as CRCOG or NVCOG; seconded by Erin Stewart; motion passed unanimously.

I. Draft FY2014-2015 Budget

The Executive Director advised that the Draft Budget for next fiscal year is similar to this year's with a few salient differences; namely, loss of the OPM State-Grant-In-Aid (SGIA) which now only goes to Councils of Government. He also noted that the draft budget includes a 1.3% consumer-price-index adjustment for all salaries, and an additional up to 2% increase for each employee based on performance.

MOTION: Gary Brumback moved for the Chairman, Robert E Lee to schedule a meeting with the Executive Director and other Board members as a Budget/Personnel Committee to discuss the Employee Handbook and review the Preliminary Budget prior to its presentation to the full Board at the April Board meeting; seconded by Ken Cockayne; passed unanimously.

#### IV. Information

- A. Regional Housing Report - the contents of this report, a component of the Sustainable Communities Initiative being completed by the CCRPA, CRCOG, and the Pioneer Valley Planning Commission (Springfield, MA), were briefly reviewed by staff.
- B. Transit Representation on MPO Boards - it was noted that because of new federal regulations which become effective October 1, 2014, the CCRPA Board alone will not be able to serve as the MPO Board because MPO Boards after that date will have to include a voting member from a transit service provider. Draft MPO Bylaws meeting the new requirement will be presented to the Board in the future.
- C. Regional Geographic Information System (GIS) Project Update - the coordination efforts undertaken by CCRPA staff along with staff from the adjacent RPOs were briefly reviewed.
- D. Executive Director's April 2014 Performance Evaluation - it was noted that the normal schedule calls for the Executive Director's Performance to be evaluated at the April Board meeting, and the traditional evaluation form was briefly described.
- E. Other - no other items raised.

MOTION: Ken Cockayne moved to go into Executive Session at approximately 1:15 PM to discuss personnel matters; seconded by Gary Brumback; passed unanimously. The room was cleared, except for the Board members and Plainville Intern Anna Manufo, who was invited by the Chairman to join the Board in the Executive Session; the Executive Session was adjourned and the regular meeting was re-convened at approximately 1:40 PM.

- V. Adjournment of the meeting was declared by the Chairman at approximately 1:41 PM.