



AGENCY BOARD SPECIAL MEETING MINUTES
 Noon, Thursday, May 20, 2014 ; CCRPA 225 N. Main St. Ste 304, Bristol, CT

- I. Call to order & report of informed absences - Chairman Robert E. Lee called the meeting to order at approximately 12:15 PM, with five members in attendance as noted below along with: Pauline Yoder, Special Projects Manager of CRCOG; Sam Gold of COGCNV; Jean Love; Kathy Pugliese, Chair of the Plainville Town Council; Carl Stephani, Jason Zheng, and Tim Malone of CCRPA staff.

Town	Chief Elected Official, or Proxy		
Berlin	Denise McNair, Town Manager - absent	Plainville	Robert E. Lee, Town Manager
Bristol	Ken Cockayne, Mayor	Plymouth	David Merchant, Mayor
Burlington	Ted Shafer, First Selectman	Southington	Garry Brumback, Town Manager
New Britain	Erin Stewart, Mayor - absent		

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

III. Action Items

- A. Approval of April 15, 2014, meeting minutes
 MOTION: Ken Cockayne moved to accept the March 18, 2014, meeting minutes as presented; seconded by David Merchant; passed unanimously.
- B. Receipt and filing of the March 2014, Financial Report for Audit
 Carl Stephani noted that the Agency could choose to have a six month audit performed for FY15, or to have an 18 month audit performed that would cover FY14 and 15. There was consensus that a six month audit would be preferred, as long as the cost difference did not exceed a couple thousand dollars.
 MOTION: Ken Cockayne moved to receive and file the February 2014 Financial Report for Audit; seconded by Ted Shafer; passed unanimously.
- C. Metropolitan Planning Organization (MPO) Restructuring
 Resolved: It is the intent of the CCRPA Board to re-align the Metropolitan Planning Organization (MPO) to coincide with Council of Government boundaries, and to that end we authorize CCRPA staff to work with the Executive Directors of the COG's (Lyle Wray, Rick Dunne, Sam Gold, and Rick Lynn) and Tom Maziarz from D.O.T. to prepare a transition plan to be submitted to the Board for consideration no later than October 21, 2014, and to be implemented beginning January 1, 2015.
 MOTION: Ken Cockayne moved to pass the above resolution; seconded by Garry Brumback.
 Discussion: Sam Gold read a portion of a memo, copies of which he distributed, regarding a meeting held involving Sam, Lyle Wray of the Capitol Region Council of Governments, Carl Stephani, Rick Lynn of the Northwest Hills COG, and ConnDOT. Following discussion, Ken Cockayne withdrew his motion and Garry Brumback moved to approve the following motion, which was seconded by Ken Cockayne, and passed unanimously: Resolved - that the CCMPO Board will support entering into an agreement with CRCOG for MPO hosting responsibilities starting January 1, 2015, and CRCOG subcontracting with NVCOG for MPO services for Bristol and Plymouth; Northwest Hills COG is encouraged to investigate a subcontract with CRCOG for transportation planning in Burlington.
- D. Amendment to the Employee Handbook - Sick Leave
 MOTION: Ken Cockayne moved to Amend the Employee Handbook in relation to the payment of accrued sick leave to remove 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;" and commission the Board Chair to develop an employee severance package that would be more appropriate for the situation in which the Agency finds itself today.; seconded by Garry Brumback; passed unanimously.
- E. Economic Development District (EDD) Hosting
 Tabled. The Board asked staff to report on the various options available for the EDD at the June meeting.

- F. Paratransit Services Contract
MOTION: Garry Brumback moved to authorize staff to initiate discussions immediately with the Connecticut Department of Transportation, and other entities, if necessary, to make arrangements to assure the smooth transition of the Central Connecticut Paratransit Service from the CCRPA to another qualified entity on Thursday, January 1, 2015; seconded by Ken Cockayne; passed unanimously.
- G. Municipal Dues
MOTION: Garry Brumback moved to authorize the staff to advise the member municipalities that the Agency will not be collecting any more dues for either the MPO, the RPO, the EDD, or for any other purpose for the remainder of its existence; seconded by Ken Cockayne; passed unanimously.
- H. July-December 2014 Final Agency Budget
The Executive Director explained that this draft of the budget would be revised once more before adoption at the June meeting to include the most accurate known figures at that time and that no action was required today. It was noted that two staff members (an Assistant Planner, and the Office and Financial Administrator) had resigned this week because they found other employment. He also advised that, unless the Board had an objection, he would be promoting the Agency's Planning Aide to Assistant Planner because he is already doing the work, the position is in the budget, and it would give him a title that will be useful in his job search. No objections were expressed. He also advised that - unless the Board objects - to continue to be able to handle the office bookkeeping he planned to offer Jean Love, a retired state accountant with 30 years' experience, a part-time temporary position as an Office and Financial Administrator. No objections were expressed.
- I. Recommendation to ConnDOT for Section 5310 Grant Awards
MOTION: Garry Brumback moved to accept staff recommendations for 5310 grant awards; seconded by Ken Cockayne; passed unanimously.
- J. LOTCIP project prioritization
MOTION: Garry Brumback moved to accept the recommended LOTCIP project prioritization; seconded by Ken Cockayne; passed unanimously.
DISCUSSION: Dave Merchant asked whether prioritized projects would carry over to new COGs. Jason Zheng responded that as long as the project has a funding agreement from ConnDOT, the project would carry over.
- K. Disaster Resiliency Retroactive Workshop Expense Authorization
MOTION: Garry Brumback moved to retroactively approve the expenditure of grant funds on the disaster resiliency workshop; seconded by Ken Cockayne; passed unanimously.
- L. Executive Director's Performance Evaluation
Chairman Lee offered to have the Board conduct a formal evaluation of the Executive Director's performance, which offer the Executive Director declined in view of the short term of employment with the Agency remaining. Chairman Robert Lee noted that, if they had conducted a formal evaluation of the Executive Director's performance, his evaluation would have been positive.
- M. Adjournment was declared by the Chairman at approximately 1:34 PM.

Respectfully Submitted: Tim Malone, Senior Planner & Economic Development Program Manager