



**CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY (CCRPA) AND
 METROPOLITAN PLANNING ORGANIZATION (CCMPO)
 GOVERNING BOARD REGULAR MEETING MINUTES
 Noon, Tuesday, October 14, 2014 ; CCRPA 225 N. Main St. Ste 304, Bristol, CT**

- I. Call to order - Chairman Robert. E. Lee called the meeting to order at approximately 12:13 PM.
- II. Pledge of Allegiance
- III. Report of informed absences (quorum - 4 towns) - All members were in attendance, except as noted below, along with: Pauline Yoder, Special Projects Manager of CRCOG; Virginia Mason, Consultant to COGCNV; John Healey, Chief of Staff in New Britain; Mike Riccio, Southington Town Council Chair, and Carl Stephani, Francis Pickering, Tim Malone, Kristin Hadjstylianos, and Christian Meyer of CCRPA staff.

Town	Chief Elected Official, or Proxy		
Berlin	Denise McNair, Town Manager	Plainville	Robert E. Lee, Town Manager (Chair)
Bristol	Ken Cockayne, Mayor (Secretary) - arrived at 12:15; left 12:35	Plymouth	David Merchant, Mayor - absent-
Burlington	Ted Shafer, First Selectman (Treasurer)	Southington	Garry Brumback, Town Manager
New Britain	Erin Stewart, Mayor (Vice Chair) - via phone between 12:30 and 12:35; otherwise represented by Proxy John Healey	/	

- IV. Comments from the public on items not on the agenda - none raised.
- V. Action Items
 - A. Approval of the June 24, 2014, meeting minutes
 MOTION: Town Manager Brumback moved to accept the June 24, 2014, meeting minutes as presented; seconded by Town Manager McNair; passed unanimously.
 - B. Receipt and filing of the August 2014 Financial Report for Audit
 MOTION: First Selectman Shafer moved to receive and file the August 2014 Financial Report for Audit; seconded by Town Manager Brumback; passed unanimously.
 - C. Resolution to Redesignate the Central Connecticut Metropolitan Planning Organization (CCMPO):
 MOTIONS
 - 1. First Selectman Shafer moved to re-designate the CCMPO towns effective July 1, 2015 with Burlington exiting the MPO; seconded by Mayor Stewart; passed unanimously.
 - 2. Mayor Cockayne moved to re-designate the CCMPO towns effective July 1, 2015 with Berlin, New Britain, Plainville, and Southington moving to the Capitol Region MPO; seconded by Council Chair Riccio; passed unanimously.
 - 3. Mayor Cockayne moved to re-designate the CCMPO towns effective July 1, 2015 with Bristol and Plymouth moving to the Central Naugatuck Valley MPO; seconded by Town Manager McNair; passed unanimously.
 - D. Hosting Agreement with CRCOG for the CCMPO after December 31, 2014
 MOTION: Mayor Cockayne moved to accept the hosting agreement with CRCOG for the CCMPO after December 31, 2014; seconded by Town Manager McNair; passed unanimously.
 - E. Endorsement of the Transition of the Regional Hazard Mitigation Plan Grant to CRCOG
 MOTION: Mayor Cockayne moved to authorize transition of the Regional Hazard Mitigation Plan Grant to CRCOG; seconded by First Selectman Shafer; passed unanimously.
 - F. Authorization for the Executive Director to Transition the Middle Street Dam Project Grant to the Farmington River Watershed Association
 MOTION: Mayor Cockayne moved to authorize the Executive Director to execute the

required documentation to effect the transition of the Middle Street Dam Project Grant to the Farmington River Watershed Association; seconded by Town Manager McNair; passed unanimously.

G. Transportation Committee Report/Recommendations

1. Air quality resolution

MOTION: First Selectman Shafer moved to adopt the Air Quality Conformity Report; seconded by Mayor Cockayne; passed unanimously.

2. TIP amendments

MOTION: Town Manager McNair moved to adopt the recommended TIP amendments; seconded by Town Manager Brumback; passed unanimously.

3. Adoption of 2015-2018 TIP resolution

MOTION: Town Manager McNair moved to adopt the 2015-2018 TIP resolution; seconded by Town Manager Brumback; passed unanimously.

4. Adoption of Annual MPO Self Certification resolution

MOTION: First Selectman Shafer moved to adopt the Annual MPO Self Certification resolution; seconded by Town Manager Brumback; passed unanimously.

H. Amendment to the Administrative Policy - Records Retention

MOTION: Town Manager Brumback moved to amend the Administrative Policy to reduce several required retention periods to correspond with the state Records Retention Schedule; seconded by Town Manager McNair; passed unanimously.

I. ADA Advisory Committee - Member reappointment

MOTION: Town Manager Brumback moved to reappoint current members whose terms have expired to the ADA Advisory Committee; seconded by Council Chair Riccio; passed unanimously.

J. Advancement of 2 Assistant Planners to fill 2 Vacant Associate Planner Positions

MOTION: First Selectman Shafer moved to advance 2 Assistant Planners to fill 2 vacant Associate Planner positions; seconded by Council Chair Riccio; passed unanimously.

K. Staffing, office space, furniture and equipment for the RPO "Transition" Board, and disposition of surplus furniture and equipment

MOTION: Council Chair Riccio moved to authorize CCRPA to rent office space for January, 2015; employ Jean Love and another employee to complete tasks necessary for closing the Agency during January; give the Agency's telephone system, traffic counting equipment (recognizing that NVCOG has agreed to lend this equipment to Burlington from time-to-time at no charge), and ARCGIS software licenses to NVCOG at no charge; and allow Tim Malone, the Senior Planner/Economic Development Program Manager, to take the plotter and other office equipment he is currently using with him to his new assignment at CRCOG at no charge; seconded by Town Manager Brumback; passed unanimously.

L. Final Agency Financial Dissolution - Formula for distribution of Funds

MOTION: Town Manager Brumback moved to approve the formula for the redistribution of cash remaining to the organization when CCRPA dissolves in 2015; seconded by First Selectman Shafer; passed unanimously.

VI. Information

A. Paratransit Services Contract transition to GHDT - The Board asked that a meeting be called involving First Transit, Greater Hartford Transit District, and the Connecticut Department of Transportation to discuss service issues.

B. Hosting of the Central Connecticut Economic Development District (CEDD) - It was noted that the process required by the US EDA to transfer the EDD to the CRCOG before January 1, 2015, has been initiated, and that it appears to be an achievable objective.

C. Other

VII. Adjournment was declared at approximately 1:08 PM.

Respectfully Submitted, Kristin Hadjstylianos, Associate Planner