

PROGRAM, FINANCE & PERSONNEL COMMITTEE MEETING MINUTES

6:30 P.M., Thursday, April 2, 2009:CCRPA Offices, 225 N. Main St., Bristol, CT

1. Call to order, determination of quorum (50% of Committee Membership) the meeting was called to order at approximately 6:55 p.m., with the following members in attendance except as otherwise noted:

Berlin -	Morgan Seelye, Chairman, excused	Plainville -	David Dudek, excused absent
absent		Plymouth -	Stephen Mindera, absent
Bristol -	John Pompei	Southington -	Rudy Cabata,
Burlington -	Bernard Schuster, absent	ex officio -	Matthew O'Keefe
New Britain -	Donald Naples		

Other attendees included Burlington First Selectman Kathleen Zabel and Town Attorney Charles Bauer; Attorney Timothy Furey; Agency Executive Director Carl Stephani and Office Manager Cheri Duquette.

In the absence of Chairman Seelye, Matthew O'Keefe offered to Chair the meeting and his offer was accepted by consensus.

2. March 5, 2009, meeting minutes

MOTION: Donald Naples moved to approve the minutes as presented; seconded by John Pompei; passed unanimously.

3. Burlington Plan of Conservation and Development Agreement

Attorney Charles Baurer explained Burlington's position regarding the status of the agreement for professional services between the Town and the Agency for the preparation of a Plan of Conservation and Development. Mr. Bauer stated that the Burlington Selectmen felt they had paid for the work delivered so far and that they intended to terminate the agreement with monies due to CCRPA. The time line of phases was discussed along with work that had been continued but not paid for. It was agreed that First Selectman Kathleen Zabel would report to the Burlington Board to advise them of the Agency's understanding that some payment is due to CCRPA for work completed on the project between the Town's approval of the Community Profile on September 27, 2007, and CCRPA's receipt of the July 10, 2008, letter terminating the project.

At approximately 7:40 Chairman O'Keefe declared a recess in the meeting until after the regular Agency meeting. The meeting was re-convened at approximately 8:25 PM.

5. Draft FY 2009-2010 Agency Budget

Carl Stephani, Executive Director, reviewed the FY 2009-2010 proposed budget pointing out the revenue differences with revenues lower by \$576,679. He noted that a large portion of the difference is due to the \$400,000 RPI grant which was a one-time event. It was also noted that the Transportation Planning Grant has enough carry-over from previous years to enable the Agency to maintain regular Agency operations, provided some significant, but feasible, expenditure reductions are made. The most significant reduction involves a reduction in the size of staff from eight to seven by elimination of the Senior Planner position. The budget does not allow for any cost-of-living, or performance salary increases. The US Department of Labor indicates that there was no change in the cost-of-living for the New England Region from January 1 thru December 31 of 2008. It was noted that the City of Bristol is no longer willing to cover the Agency's employees under its health insurance and that the Connecticut Municipal Employees' Health Insurance Program (MEHIP) offers a plan that closely resembles the plan that the Agency now has. The cost of that Plan has been included in the Draft Budget. It was also noted that other options are still being explored to see if health insurance costs can be reduced without a loss of benefits.

6. Executive Director's Performance Evaluation - delayed until next month.

7. Other business - none

8. Adjournment - was declared at approximately 8:37 p.m.

Respectfully submitted:
Cheri Bouchard-Duquette