

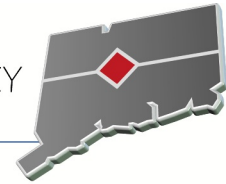
CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY

Serving Berlin, Bristol, Burlington, New Britain, Plainville, Plymouth, and Southington

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PROGRAM, FINANCE & PERSONNEL COMMITTEE MEETING MINUTES

6 P.M.; Thursday, December 3, 2009; J. Timothy's Restaurant,
143 New Britain Avenue; Plainville, CT

1. Call to order, determination of quorum (50% of Committee Membership) - the meeting was called to order at approximately 6:05PM with the following members in attendance expect where noted:

Berlin -	Morgan Seelye, Chairman	Plainville -	David Dudek
Bristol -	John Pompei	Plymouth -	Stephen Mindera
Burlington -	Peter McBrien	Southington -	Joseph Krajewski, excused
New Britain -	Don Naples		absence

2. November 5, 2009, minutes
MOTION: Stephen Mindera moved to approve the minutes as submitted; seconded by David Dudek; passed unanimously.
3. Recommendations to the Agency Board
 - a. Acceptance of the Annual Audit - Michael Maletta, CCRPA's CPA presented the FY2008-2009 Annual Audit Report indicating an annual net gain of \$45,982 along with a BFO of 102.41%. Mr. Maletta indicated that a net gain in financial resources indicates that the Agency is healthy enough to stand on it's own when needed.
MOTION: David Dudek moved to recommend that the Agency Board accept the FY 2009 Annual Audit Report; seconded by Stephen Mindera; passed unanimously.
 - b. Administrative Policy Amendment - authorized check signers
MOTION: Stephen Mindera moved to recommend that the Board amend Administrative Policy Section II.E to read "All checks must have two authorized signatures. The Agency Chair, Treasurer, Executive Director and one additional individual designated by the PFP shall be the approved check signers"; seconded by Peter McBrien; passed unanimously.
4. Designation of Melon Wedick, Regional Planner, as an authorized check signer
MOTION: Stephen Mindera moved to designate Melon Wedick as an approved check signer for the Agency; seconded by Peter McBrien; passed unanimously.
5. Temporary salary adjustments
MOTION: Stephen Mindera moved to authorize temporary 10% salary increases for the Transportation Assistant and Regional Planners effective December 6, 2009, thru March 27, 2010, in response to the new transportation planning responsibilities they have been assigned upon the departure of the Deputy Director; seconded by David Dudek; passed unanimously.
6. Other business - none
7. Adjournment - was declared at approximately 6:25 PM