CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY
225 N MAIN STREET, SUITE 304, BRISTOL CT 06010 • WWW.CCRPA.ORG • 860.589.7820(P) • 860.589.6950(F)

MEMORANDUM

TO: Pension Plan Trustees
FROM: Carl J. Stephani, Executive Director

DATE: August 25, 2010

FOR AGENDA: September 2, 2010

SUBJECT: Recommendation to the Agency Board Regarding Revisions to the Employee Pension Plan Adoption Agreement

At your regular meeting on May 6, 2010, you amended the Agency Bylaws to designate the members of the PFP Committee as the Pension Plan Trustees. Prior to that, the Pension Plan Trustees included only 3 members of the Agency Board. Additionally, over the past several years Congress has changed the Federal laws that regulate such plans, as explained in the attached December 2009, letter from KLM Plan Services, Inc. These changes need to be reflected in our Pension Plan "Adoption Agreement," which is the document that describes how our Pension Plan is to be administered.

On that basis, it is my

RECOMMENDATION

that your Committee

Recommend that the Agency Board approve the attached revised Pension Plan Adoption Agreement, effective July 1, 2009, to reflect changes required by Federal law, and to reflect the new membership of the Pension Plan Trustee Board.

cc: Agency Board
KLM Plan Services
Caruso

Attachment(s): Adoption Agreement
December 2009 KLM Letter

KLM PLAN SERVICES, INC.
Suite 300, 66 Cedar Street, Newington, CT 06111 (860) 666-3810 (800) 666-3810 Facsimile (860) 667-8340

December 2009

Cheri Duquette
Central Connecticut Regional Planning Agency
225 N. Main Street
Suite 304
Bristol, CT 06010-4926

Re: Central Connecticut Regional Planning Agency Pension Trust

Dear Cheri:

The rules regarding retirement plans are regularly changed by Congress, governmental agencies and the courts. As the rules change plans are amended. Over time this results in a number of amendments. Every so often (six years for plans like yours) IRS asks that plans be completely restated to consolidate the changes. To comply, your plan should be restated by April 30, 2010.

There are some elections available now that were not available previously. See the attached EGTRRA restatement information. If there are aspects of your plan's operation that you would like to change, let us know. This may be an appropriate time to make those changes.

If we do not hear from you by January 15, 2010 the EGTRRA restatement documents for your plan will be prepared using provisions most similar to those in your current plan.

Thank you for this opportunity to provide service to your plan. Feel free to contact me if you have any questions or comments on this material.

Sincerely,

Diane Bessoni

Diane Bessoni
DB:sf

Enclosure

EGTRRA Restatement Information

The EGTRRA plan documents include a plan document (a master plan document and an adoption agreement) and a Summary Plan Description ("SPD"). Plan documents will also include a loan program if the plan allows loans and an Appendix to the SPD regarding expenses paid by participants if they are allowed.

The fees for the restatement are as follows: Plan review for restatement: $150; Adoption Agreement: $200; Summary Plan Description (original and 5 copies): $150; Loan Program: $50.

There are some features and provisions that may not have been available when the current plan documents were prepared. These include:

- Different eligibility rules and plan entry dates may be established for employer and employee contributions.
- Roth contributions: 401(k) plans may allow participants to chose any combination of Roth or regular pre-tax employee contributions.
- Automatic enrollment may be provided in a 401(k), i.e., employees are enrolled in the plan unless they positively elect to opt out.
- Prevailing Wage contributions may be added to a 401(k) plan for employers with government contracts.
- Profit sharing contributions may be allocated based on employee classes (new comparability) or age (age-weighted).
- Expenses for certain transactions may be assessed against a participant's account.

If the documents necessary to restate the plan for EGTRRA will be provided by someone other than KLM, let us know who will be providing the documents and provide us with a complete copy of the documents after they are signed.

KLM Plan Services, Inc.
Suite 305, 66 Cedar Street, Newington, CT 06111
(860) 666-3810 facsimile:(860) 667-8340 (800) 666-3810 e-mail:info@klmplan.com

ING

ING Life Insurance and Annuity Company
PO Box 990067
Hartford CT 06199-0067
0702 002840

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TR CNTRL CT REGIONAL PLANNING AGNCY PEN TR

TR CNTRL CT REGIONAL PLANNING AGNCY PEN TR
ATTN: RITA MASTROBATTISTA
225 N MAIN ST
BRISTOL CT 06010-4926

FOR RETIREMENT PLANNING QUESTIONS CONTACT:

RONALD LESIEUR
BANNON, OHANESIAN & LECOURS, I
TRACY DRISCOLL & CO INC
126 MAIN ST
PO BOX 2060
BRISTOL CT 06011-2060

FOR ACCOUNT QUESTIONS CALL:

ING Access **1-(800)262-3862**
24 hour Touch Tone Access For Account Information, Investment Allocations and Fund Transfers

Customer Service **1-(800)232-5422**
Account Information and Assistance

ING Web Site:
www.ingretirementplans.com

TAXPAYER ID NUMBER: 060837172

CLIENT NUMBER: PHI258

YOUR ACCOUNT ACTIVITY: 04/01/10 THROUGH 06/30/10

ACCOUNT	PREVIOUS STATEMENT ENDING VALUE 03/31/10	DEPOSITS	OTHER ACTIVITY	INVESTMENT EARNINGS	CURRENT VALUE 06/30/10
Rollover Contributions	$ 0.00	$ 0.00	$ 0.00	0.00	0.00
Employee Mandatory Contributions	51,166.03	683.22	0.00	- 4,228.98	47,620.27
Employee Accounts Sub-Total	**$ 51,166.03**	**$ 683.22**	**$ 0.00**	**-$ 4,228.98**	**$ 47,620.27**
Employer Contributions	$ 67,944.51	$ 910.98	-$ 198.51	- 5,599.46	63,057.52
Employer Accounts Sub-Total	**$ 67,944.51**	**$ 910.98**	**-$ 198.51**	**-$ 5,599.46**	**$ 63,057.52**
TOTAL	**$ 119,110.54**	**$ 1,594.20**	**-$ 198.51**	**-$ 9,828.44**	**$ 110,677.79**

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TR CNTRL CT REGIONAL PLANNING
AGNCY PEN TR
Statement of Account
PHI258

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CONSOLIDATED INVESTMENT ACTIVITY

INVESTMENT OPTION	PREVIOUS STATEMENT ENDING VALUE 03/31/10	DEPOSITS	TRANSFERS	OTHER ACTIVITY	INVESTMENT EARNINGS	CURRENT VALUE 06/30/10
ING Growth and Income Port - I-001	$ 2,659.72	$ 0.00	$ 0.00	$ 0.00	-$ 306.08	$ 2,353.64
ING Money Market Portfolio - I-003	2,786.02	0.00	0.00	- 198.51	- 8.33	2,579.18
ING Intermediate Bond Port - I-004	8,055.92	100.88	0.00	0.00	238.69	8,395.49
ING Balanced Portfolio, Inc. - I-008	34,282.76	544.92	0.00	0.00	- 1,920.69	32,906.99
ING Fixed Account-028	2,854.57	0.00	0.00	0.00	21.11	2,875.68
ING Strategic Alloc Growth Port-I-031	2,569.20	0.00	0.00	0.00	- 254.67	2,314.53
Invesco V.I. Capital Apprec F-Ser I-076	2,280.08	0.00	0.00	0.00	- 298.36	1,981.72
Invesco V.I. Core Equity Fd-Series I-079	10,978.91	100.88	0.00	0.00	- 1,280.19	9,799.60
ING UBS US Large Cap Eq Port-Init-105	4,938.42	0.00	0.00	0.00	- 658.90	4,279.52
Fidelity VIP Growth Portfolio - Init-109	35,375.55	645.76	0.00	0.00	- 4,027.36	31,993.95
ING Oppenheimer Global Port - Init-432	3,673.58	100.90	0.00	0.00	- 488.39	3,286.09
ING T. Rowe Price Diver MidCap Gr-I-449	8,655.81	100.86	0.00	0.00	- 845.27	7,911.40
TOTAL	**$ 119,110.54**	**$ 1,594.20**	**$ 0.00**	**-$ 198.51**	**-$ 9,828.44**	**$ 110,677.79**

This statement contains time sensitive financial information. Please review the statement carefully and report any discrepancies by calling one of our customer service representatives at the number shown above within 30 days of the date of this statement. Automated Voice Response System is available 24/7 or visit our website as shown above. Failure to report any discrepancy within 30 days will indicate that you are in agreement with the transactions in your account as reported on this statement.

Under certain contracts, we will provide confirmation of scheduled transactions to the contract holder quarterly rather than immediately.

ING EXCESSIVE TRADING POLICY Excessive trading, or Market Timing, attempts to benefit from short-term "dislocations" between the price of a mutual fund's shares and the value of underlying securities, particularly international investments. Excessive trading within a fund forces managers to hold additional cash reserves to cover the frequent trades, which means fewer dollars to invest for all fund participants. To help protect long-term shareholders' interests, affected fund managers have implemented measures with which ING's businesses must comply.

CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY
2225 N MAIN STREET, SUITE 304, BRISTOL CT 06010 • WWW.CCRPA.ORG • 860.589.7820(p) • 860.589.6950(f)

MEMORANDUM

TO: Program, Finance and Personnel Committee
FROM: Carl J. Stephani, Executive Director
DATE: August 20, 2010

FOR AGENDA: September 2, 2010

SUBJECT: Authorized Check Signers

Administrative Policy Section II.E states that: "…. 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. …"

On December 3, 2009, you approved Melon Wedick as a check signer. With her departure we need to have another check signer approved. Our Transportation Planner, Ethan Abeles, is preparing to learn payroll and other bookkeeper duties in order to serve as an emergency backup.

On that basis, it is my
RECOMMENDATION
that your Committee
Approve Ethan Abeles as a check signer for the Agency.

CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY
225 N MAIN STREET, SUITE 304, BRISTOL CT 06010 • WWW.CCRPA.ORG • 860.589.7820(p) • 860.589.6950(f)

MEMORANDUM

TO: Program, Finance and Personnel Committee
FROM: Carl J. Stephani, Executive Director
DATE: August 20, 2010

FOR AGENDA: September 2, 2010

SUBJECT: Municipal Dues for FY2011-2012

The CCRPA was formed under Chapter 127 of the Connecticut Statutes. Section 8-34a of Chapter 127 notes that "Any town, city or borough participating in a regional planning agency shall annually appropriate funds for the expenses of such agency in the performance of its purposes. Such funds shall be appropriated and paid in accordance with a dues formula established by the regional agency."

The Agency's formula for the calculation of its municipal dues assigns each jurisdiction a certain proportion of the total dues in the following way:

1. POPULATION: Half of the total amount of dues collected is calculated on the basis of the percentage of the Region's population in each jurisdiction. To calculate that amount for each jurisdiction, the total amount of dues to be collected is divided in half. That amount is then multiplied by the percentage of the Region's population in each member jurisdiction. For example, if our total municipal dues were $100,000, a town that had 25% of the Region's population would pay 25% of $50,000, or $12,500 for this portion of the formula. (The population percentages for each of the Region's cities/towns are noted in the attached table entitled "Municipal Dues Calculator"). The population figures used are the most recent estimates prepared by the Connecticut Office of Policy and Management
2. LAND AREA: A quarter of the total amount of dues collected is calculated on the basis of the percentage of the Region's land area in each jurisdiction. To make that calculation a procedure is followed that matches what was described in the preceding paragraph with the exception of the "half" being changed to a "quarter," and the multiplier being the percentage of land area.
3. GRAND LIST: Finally, a quarter of the total amount of dues collected is calculated on the basis of the percentage of the value of the Region's most recent Equalized Grand List in each jurisdiction as provided by the Connecticut Office of Policy and Management.

The attached table shows the results of the dues formula calculations for FY2011-2012, based on the same total $91,500 municipal dues that has been collected from the member municipalities for more than the past decade. Individual member dues vary slightly each year as each town's proportion of the region's population and grand list totals change.

On that basis, it is my

RECOMMENDATION

that your Committee

Recommend that the Agency Board approve the municipal dues amounts and allocation formula for FY2011-2012 noted in the attached Table.

cc: Agency Board Members

Attachment: FY11/12 "Municipal Dues Calculator"

L:\Committees\!PFP\Supporting Documents\0902FY2011-12 dues.wpd

CCRPA MUNICIPAL DUE$ CALCULATIONS FOR FY 2011-2012

CCRPA Town List	Pop. Estimate July 1, 2008	Town's Percent of Region Pop.	Town Due$ Per Region Pop.	Assessment Year Oct. 1, 2007 to Sept. 30, 2008 Equalized Net Grand List	Town's Percent of Region ENGL	Town Due$ Per Region ENGL	Town Land in Square Miles	Town's Percent of Region Area	Town Due$ Per Square Miles	Town Total Due$ Fiscal 11/12	Town's Percent of CCRPA Due$	Town Total Paid Fiscal 10/11
Berlin	20,364	8.8%	$4,009	$3,211,952,015	13.4%	$3,064	26.5	16.2%	$3,705	**$10,778**	11.8%	$10,698
Bristol	60,927	26.2%	$11,996	$6,164,454,137	25.7%	$5,880	26.5	16.2%	$3,705	**$21,581**	23.6%	$21,709
Burlington	9,150	3.9%	$1,802	$1,300,774,610	5.4%	$1,241	29.8	18.2%	$4,167	**$7,209**	7.9%	$7,084
New Britain	70,486	30.3%	$13,878	$4,136,232,104	17.2%	$3,945	13.3	8.1%	$1,860	**$19,683**	21.5%	$19,748
Plainville	17,221	7.4%	$3,391	$2,219,047,278	9.3%	$2,117	9.9	6.1%	$1,384	**$6,891**	7.5%	$6,873
Plymouth	11,969	5.2%	$2,357	$1,153,756,485	4.8%	$1,100	21.7	13.3%	$3,034	**$6,491**	7.1%	$6,534
Southington	42,250	18.2%	$8,318	$5,796,798,062	24.2%	$5,529	35.9	21.9%	$5,020	**$18,867**	20.6%	$18,855
Total	232,367	100.0%	$45,750	$23,983,014,691	100.0%	$22,875	163.6	100.0%	$22,875	**$91,500**	100.0%	**$91,501**
			$45,750			$22,875			$22,875	**$91,500**		

Source: CT. Dept. of Public Health

Source: CT. Office of Policy & Management

Source: CCRPA

Updated 6/18/09

CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY
225 N MAIN STREET, SUITE 304, BRISTOL CT 06010 • WWW.CCRPA.ORG • 860.589.7820(P) • 860.589.6950(F)

MEMORANDUM

TO: Program, Finance and Personnel Committee
FROM: Carl J. Stephani, Executive Director

DATE: August 20, 2010

FOR AGENDA: September 2, 2010

SUBJECT: Recommendation to the Agency Board Regarding a Personnel Policy Amendment and Related Budget Revisions for the Regional Planner Position

The resignation of our Senior Planner/Assistant Director leaves us with a number of staffing options. We could either: (1) re-fill that position and keep the same organizational structure; or, (2) re-structure our organization to better reflect the current needs of the organization.

When we established the Senior Planner/Assistant Director position on June 3, 2010, we also established the position of Senior Planner/Information Technology. We did that largely because we had two extraordinarily talented people who we wanted to retain by providing them with more responsibilities and a higher salary.

With the departure of the Senior Planner/Assistant Director we still have our Senior Planner/Information Technology who is fully qualified, capable and willing to assume the responsibilities of an "assistant director" under the auspices of "other duties as assigned". We do not have the need at this point for two Senior Planners.

Instead of another Senior Planner, we need the knowledges, skills, and abilities appropriate to a regional planner; we also need a second regional planner full-time, instead of half-time as in the current budget.

In anticipation of our discussion of this proposal with you, we have posted notice of a Regional Planner vacancy. On the basis of our recent experience recruiting a Transportation Planner, however, we realized that the $39,000 annual salary we offered for that position limited our potential applicants. A more appropriate salary for a Regional Planner in this Region would be $42,000, and we have taken the liberty of advertising the vacancy with a salary of "up to $42,000.., conditional on Agency approval". If you concur with that recommendation, then our current Transportation Planner's salary should be increased to match that amount.

Because there is no Regional Planner currently on staff, the Personnel Policy was

amended in June to remove that Classification Description.

On that basis, it is my

RECOMMENDATION

that your Committee

Recommend that the Agency Board:

1. Amend the Personnel Policy to add the attached Regional Planner Classification Description; and,
2. Amend the adopted budget to:
   a. Set the Regional Planner salary at $42,000; and,
   b. Increase the Transportation Planner salary by $3,000 to match the salary of the Regional Planner.

Discussion

These proposed changes will require adjustments to the budget, however, because of savings we are accruing by not filling the Senior Planner position, and from surplus amounts remaining in our Health Insurance line by under-enrollment in our health insurance program, these changes could be made with no net budget impact.

cc: Agency Board

Attachment(s): Regional Planner Classification Description

POSITION DESCRIPTION
TITLE: Regional Planner

Minimum Knowledge/Qualifications:
Bachelors degree from an accredited college in planning (urban, regional, or spatial), environmental/natural resources (science, policy, or management), or transportation (planning or policy), plus one year of experience; or a bachelors degree in a closely related field with two years' experience; or other combinations of education and experience which may be judged equivalent by the Executive Director; Master's Degree preferred

General Duties:
- Completes transportation, land use, and economic development (e.g. CEDS) projects
- Reviews and prepares zoning and subdivision referral reviews
- Collects and analyzes data
- Prepares memoranda, reports, presentations, and other documents
- Represents the Agency and undertakes public outreach and participation
- Provides support to Agency staff
- Assists with GIS and website projects
- Organizes, analyzes, and retrieves data
- Communicates ideas in oral and written form
- Understands land use and land subdivision practices, land use-transportation interrelationships, planning, zoning, and transportation analysis techniques, planning/programming procedures
- Participates in all appropriate Agency and outside organizational meetings
- Performs other duties as assigned

Special/Knowledge/ Skills/Abilities:
- Sustainability and environmental protection
- Land conservation and air and water quality
- Land use, subdivision, and zoning practices
- Transportation systems, including pedestrian/cyclist/transit planning
- Economic development
- Relationships and linkages between these subjects
- Environmental, transportation, and economic trends/challenges and practicable solutions
- Ability to touch-type 40 wpm, proficiency with word processing, spreadsheet, data processing, GIS software and statistics packages (e.g. Word, Excel, Access, SQL, ArcGIS, SPSS)
- Research, analysis, and visualization techniques (including statistical analysis)
- Spoken and written English; Public speaking and engagement
- Physical and legal ability to travel from site to site and carry out all assigned duties

Supervised by: Senior Planner
Supervision exercised: None

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memorandum

TO: Program, Finance and Personnel Committee
FROM: Carl J. Stephani, Executive Director
DATE: August 20, 2010

FOR AGENDA: September 2, 2010

SUBJECT: Budget Amendment

Since your approval of the FY2010-2011Agency Budget on June 3, 2010, a number of changes have taken place which suggest an amendment to the budget. Those changes relate to:

REVENUES		
Intergovernmental Agreement (IGA)with Bristol - Incentive Housing Zone (IHZ)	$15,000	
Paratransit System Advertising	$1,000	
	Total	$16,000
EXPENDITURES		
Contract services for CPC referral reviews	$3,500	
Telephone system	$3,500	
IT System Server (increase over $5,000 already budgeted)	$3,500	
Pedestrian Counters	$2,500	
	Total	$13,000

REVENUES

- Intergovernmental Agreement (IGA)with the City of Bristol - At your regular meeting on November 6, 2008, you authorized staff to execute an intergovernmental agreement (IGA) with the City of Bristol to provide the City with technical assistance regarding their Incentive Housing Zone. That work was to be funded by a State grant which was delayed because of the State's budget difficulties. Because of those delays the Bristol/CCRPA IGA was not signed until February 18, 2010, when work began on phase one of the project, the Housing Market Analysis. That work is being done by the University of Connecticut Center for Real Estate and is nearing completion. The City has indicated in a number of meetings held this summer that they would like to utilize $15,000 of the State grant to fund the Agency to prepare the IHZ ordinance language for them. Because of uncertainties regarding the City's intentions regarding this grant, this $15,000 was not included in the Agency budget adopted in June.

- Paratransit Advertising - On November 5, 2009, the Agency Board authorized execution of a contract with Trans-Ad Outdoor, Ltd., for the provision of paratransit advertising; i.e. advertising posted on the vehicles used to provide paratransit services in the Region. Since then Trans-Ad has sold some advertising which should provide some revenue to the Agency during this fiscal year. At the time of the preparation of this year's budget we did not have any estimate from Trans-Ad of the potential income from this activity. Since then they have been able to test the market and it appears that there will be some revenue to the Agency

from them this year. Although this is a rough estimate, based on our discussions with Trans-Ad, we feel it would be conservative to include a revenue line in the budget of $1,000 in relation to this advertising.

EXPENDITURES

- Contract services for CPC referral reviews - In the Spring of this year we began an experiment with the CPC that seemed to be very successful; e.g. we contracted with a private consultant, Mr. Margus Laan, to provide staff CPC staff support. The results of that experiment were not known until after the adoption of this year's annual budget, and no funding was provided in the budget for the continuation of that contract. Now that the test has been run and the results have proven of great benefit to the Agency; and now that Mr. Laan has agreed to continue to provide consulting services to the CPC for the remainder of this fiscal year, we need to identify that as a regular budget expenditure by amending the budget to include it. Based on our experience in the Spring, we estimate that we will require approximately $350 each month the CPC meets to purchase Mr. Laan's services; for an annual total of $3,500.

- Telephone system - On October 4, 2001, the Agency Board authorized the purchase of a telephone system for approximately $5,000. That system has been in use for nearly nine years and it has become somewhat outdated in its own right. The most distressing feature of the system is that it requires the services of a licensed technician to make such simple adjustments as to change the message related to an office closure due to inclement weather or other emergency. The cost of managing the system we have is high, with each visit by our telephone consultant costing at least $300; in recent years, we have had to have him in multiple times a year. In other words, running the existing phone system is costing us as much as buying a new one. This is money lost, because, as the system ages, the probability of failure increases, and when complete failure does occur, the Agency will be obligated to buy a new system.

  Telephone technology has improved over the past decade such that a new system, costing less than what our current system originally cost, could have the following advantageous features:

  1. Programming - Agency staff would no longer need to rely on an outside consultant for system management (e.g., configuring holidays, changing extensions, etc.).
  2. Better reachability - a new system could boost our inbound phone capacity by 50%, greatly reducing the incidence of busy signals when people call the office.
  3. Call statistics - a new system could give staff comprehensive information on call wait times, frequency of pickup/voice mail, and so forth. The federal government is requesting/requiring that paratransit grant recipients provide these data.
  4. Remote access - to voice mail via e-mail for staff when they are on business trips
  5. Ease of use - the system we currently have is not user-friendly, and staff finds it difficult to use its features; everything from voice mail to transfer/parking/conference calls.
  6. Separation of paratransit/regional planning calls - a new system could allow staff to give paratransit customers paratransit-only numbers, prompts, and information, rather than mixing them in with all other inbound calls; in the past, this has been a source of confusion, as many paratransit customers, some of whom are elderly or cognitively challenged, expect a transit district, not planning agency when they call.

  We have secured competitive bids for a new system which could be purchased for no more than $3,500 and are prepared to purchase a new system as soon as this budget amendment is acted upon by the Board.

- IT System Server (hardware/software) - at your June 3, 2010, meeting we recommended, and you approved, a budget for this year that provided $5,000 to replace our computer system server. After further consideration we recognize that the type of server we need, including new server software, will cost more in the range of $8,500; hence the recommendation to add $3,500 to the budget line for the new server.

  The typical life cycle of a server is 3 years. To economize, we have squeezed 5 years out of our server. By industry standards, we are thus overdue for a new server. The server's

warranty expires next Spring. Dell provides us with 4-hour express support and repairs. After expiration of the warranty, replacement parts will have to be bought at Agency expense. Given the age of the server, replacement parts (which are proprietary) are likely to be hard to find, if not unavailable. The risk of system failure increases with age. The server runs Windows Server 2003. This operating system will soon be five generations old. Microsoft ceased offering mainstream support on this product on July 13, 2010. Because of "bugs" in that software, which Microsoft will no longer attempt to fix, our installation of Windows Server 2003 can be expected to eventually crash. To avoid costly downtime (reinstallation of the operating system entails 2-3 days of downtime for the entire Agency, and the turnaround time for purchase of a new server is 1-2 weeks), we need to order a new server in advance.

- Pedestrian Counter - We are charged by the federal government with planning for the region's transportation system, which includes all modes - not just cars. This includes pedestrians, cyclists, and transit riders. Our municipalities are required by the state's Complete Streets law (passed last year) to integrate all modes into every aspect of the transportation system, from planning and design to operation. Our data collection practices do not reflect this multimodal focus: they are skewed 100% in favor of the automobile. At present, we only collect data on vehicle counts, speed, type, etc. (we use this data for our own planning, and we provide raw data to our towns at their request for their purposes). Nobody in the Region counts pedestrians (or cyclists); as a result, they are invisible: we are unable to quantify the extent or describe the character of walking and biking in the region. As a result, we use traffic counts to plan for and support improvements for automobiles, but we have no such evidentiary basis to draw upon for projects beneficial to pedestrians and cyclists. Purchase of a pedestrian counter will be provided directly by our Transportation Planning Grant.

- Regional Planner - With the departure of our Senior Planner/Assistant Director, if we under-fill that position with a Regional Planner we have an opportunity to accrue some budget savings that could be used, with some other minor budget adjustments to the Health Insurance line, to bring the budgeted ½ time Regional Planner up to a full-time position at $42,000 annual salary (to be matched for the Transportation Planner). The budget adjustments required to make these changes are noted in the "Salaries & Payroll Taxes," and "Health/Life Insurance STD" lines, and will not result in any net change in the budget, as reflected in the "Contingency" budget line, which remains the same.

On that basis, it is my

RECOMMENDATION

that your Committee

Recommend that the Agency Board approve the amendments to the FY2010-2011 Budget described above and noted in the attachment.

c: Agency Board

Attachment: Budget showing proposed changes

Central Connecticut Regional Planning Agency
Fiscal Year 2010-2011

	ADOPTED BUDGET as of June 30, 2010	PROPOSED BUDGET for September 2, 2010
Revenues		
Municipal Contributions	91,500	91,500
Transportation Planning Grant	577,392	577,392
Paratransit Admin./Contractor	1,319,340	1,319,340
Paratransit System Advertising	0	1,000
R5EPT	500	500
CEDS	48,000	48,000
Pequabuck River Dam Removal	10,000	10,000
Bristol IHZ	0	15,000
CERT Support	8,000	8,000
Miscellaneous Revenues	6,200	6,200
Total Revenues	2,060,932	2,076,932
Expenses		
Salaries & Payroll Taxes	380,931	390,056
Retirement/Administration	12,461	12,461
Health/Life Insurance/ STD	125,634	119,764
D&O/Liability/Bonding Ins.	6,000	6,000
Accounting/Legal	14,500	14,500
Paratransit Contractor	1,229,340	1,229,340
Equipment Service Cont./Maint.	4,500	4,500
Equipment /Software Purchases	23,650	32,895
Telephone System $3,500		
Server $3,500		
Ped. Counters $2,450		
Rent	30,180	30,180
Office Cleaning	4,200	4,200
Telephone/Postage	6,500	6,500
Supplies	7,500	7,500
Training/Workshops/Sem./Conf.	10,500	10,500
Travel in State	13,000	13,000
Dues/Subscription	11,326	11,326
Publications	300	300
Advertising	4,000	4,000
CPC Referral Consultant	0	3,500
Pequabuck River Dam Removal	10,000	10,000
Miscellaneous Expenditures	9,400	9,400
Contingency	157,010	157,010
Total Expenses	2,060,932	2,076,932