



DRAFT

PROGRAM, FINANCE & PERSONNEL COMMITTEE
MEETING MINUTES

7 PM; Thursday, September 1, 2011, 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 7:01PM and a quorum was met with the presence of ex officio John Pompei. The following were in attendance except as otherwise noted:

Berlin -	Bart Bovee	Plainville -	James Cassidy, absent
Bristol -	Tim Furey, absent	Plymouth -	Stephen Mindera, Chair
Burlington -	Peter McBrien, noted absent	Southington -	vacant
New Britain -	Don Naples	ex officio -	John Pompei,

2. Approval of June 2, 2011, minutes

MOTION: Bart Bovee moved to accept the June 2, 2011 minutes as presented; seconded by Donald Naples; passed unanimously

3. Recommendation to the Agency Board regarding
 - a. Amendments to the FY2011-2012 Budget

MOTION: Donald Naples moved to recommend that the Agency Board amend the FY 2011-2012 Budget as proposed; seconded by John Pompei; passed unanimously

- b. Municipal Dues for FY2012-2013

MOTION: Bart Bovee moved to recommend that the Agency Board to approve the FY 2012-2013 municipal dues amounts as proposed; seconded by Donald Naples; passed unanimously

- c. Amendment to the Office Space Lease extending current terms for 5 years

MOTION: John Pompei moved to recommend that the Agency Board authorize the Executive Director to sign the amendment to the office space lease agreement to extend the agreement thru December 31, 2018 as proposed; passed unanimously

- d. Pension Plan Requirements - change to the Pension Plan to allow participation in the Plan within 6 months of employment (instead of 12), and vesting within 5 years (instead of the current 10)

MOTION: Bart Bovee moved to recommend that the Agency Board approve amendments to the Agency's employee "Money Purchase Plan and Trust" that would offer an open enrollment period every six months after full-time employment, and provide full vesting rights with five years participation in the Plan; seconded by Donald Naples; passed unanimously

4. Budget and Transportation Planning Grant Carry-Over

MOTION: Bart Bovee moved to instruct staff to prepare an amendment to the FY 2012 Agency Budget for next month's meeting that would eliminate the "Contingency" line and allocate the funds that would be made available by that action into the staffing lines to provide for the addition of a regional or transportation planner to the organization; and to describe how the suggested additional staff person would be utilized; seconded by Donald Naples; passed unanimously.

5. Other

6. Adjournment was declared at approximately 7:35 PM.