



PROGRAM, FINANCE & PERSONNEL COMMITTEE  
MEETING MINUTES

6:30 PM; Thursday, May 5, 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 6:38PM with the following members in attendance except as otherwise noted:

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

2. Approval of April 7, 2011, minutes  
MOTION: Bart Bovee moved to accept the April 7, 2011 minutes as presented; seconded by Donald Naples; passed unanimously

3. Motion to go into Executive Session to consider the Executive Director's Performance Evaluation  
MOTION: Jim Cassidy moved to go into Executive Session to consider the Executive Director's Performance Evaluation; seconded by Donald Naples; passed unanimously

RECESS TO EXECUTIVE SESSION

4. Motion to reconvene the Regular Meeting  
MOTION: Donald Naples moved to reconvene the Regular Meeting; seconded by Jim Cassidy; passed unanimously
5. Motion to set Executive Director's Performance Evaluation Rating  
MOTION: Donald Naples moved to give the Executive Director a performance rating of a 9; seconded by Jim Cassidy; passed unanimously

6. Recommendation to the Agency Board regarding
  - a. Amendments to the FY2010-2011 Budget  
The Executive Director briefly described the process for funding the Agency's Paratransit Service to explain the increase in funding that is being experienced. He also described changes in the Bristol Incentive Housing Zone program that resulted in a contract with the UCONN Center for Real Estate and Urban Economics which reduced what had been anticipated revenue to the Agency by \$14,000. He advised the PFP that staff is negotiating with the City to agree to a contract to write the zoning language portion of the project under a \$20,000 grant from CT OPM.

MOTION: Donald Naples moved to recommend the Agency Board amend the FY 2010-2011 Budget allowing for the following changes; an increase to the Paratransit Admin./Contractor revenue to \$1,555,000; a change for the Bristol IHZ revenue to \$20,000; an increase to \$1,465,000 for the Paratransit Contractor

expenses; an increase to the Miscellaneous Expenditures line of \$28,400 for the \$19,000 payment to UCONN for the IHZ Bristol Study, along with an adjustment to the Contingency of \$14,000 for a new total of \$143,010; seconded by John Pompei; passed unanimously

b. Amendments to the Personnel Policy

i. Classification Description for the Transit Programs Manager

MOTION: Tim Furey moved to recommend that the Agency Board approve an amendment to the Personnel Policy to revise the Classification description of the Transit Programs Manager as recommended in the staff memo; seconded by Bart Bovee; passed unanimously

ii. Employee Health Insurance - Medicare

The Executive Director reminded the Committee of the conversation last month on this subject at which a committee member expressed concern about the legality of the \$2,000 reimbursement. He further read a statement from the Agency's insurance broker, Tracy Driscoll, indicating that the reimbursement is fully legal.

MOTION: Tim Furey moved to recommend that the Agency Board amend the Personnel Policy as noted: "Employees and dependents who elect coverage thru Medicare will be provided coverage under a Medicare supplemental plan, and will be held harmless by the Agency up to \$2,000 each annually for out-of-pocket medical expenses which would have been covered by the Agency's regular employee health insurance policy but are not covered by Medicare, nor by their Medicare supplements coverage." and keep a copy of the Stacy Driscoll note with this meeting's minutes ; seconded by Jim Cassidy; passed unanimously

iii. Change Assistant Planner Title to Planner

MOTION: Tim Furey moved to recommend that the Agency Board amend the Classification Description for the Assistant Planner to give the position the title of "Planner"; seconded by Donald Naples; passed unanimously

7. Draft FY2011-2012 Budget

MOTION: Tim Furey moved to direct the Executive Director to prepare the Draft Budget for FY 2011-2012 for the June PFP and Agency Board meetings based on the proposed budget the Committee reviewed today; seconded by Donald Naples; passed unanimously

8. Other - Staff was asked to provide information at the next meeting regarding the Agency's conformity to the Administrative Policy Section II G "Unrestricted Net Assets"

9. Adjournment - was declared at approximately 7:25 PM