



PROGRAM, FINANCE & PERSONNEL COMMITTEE
MEETING MINUTES

7 PM; Thursday, June 7, 2012, 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 7:00PM with the following in attendance:

Berlin -	Bart Bovee	Plainville -	James Cassidy
Bristol -	John Pompei (ex officio)	Plymouth -	Stephen Mindera, Chair
Burlington -	Peter McBrien	Southington -	James "Rusty" Haigh
New Britain -	Don Naples		
2. May 3, 2012, minutes
MOTION: Peter McBrien moved to accept the May 3, 2012 minutes as presented; seconded by Jim Cassidy, passed unanimously.
3. Recommendation to the Agency Board regarding:
 - a. Designating staff member Tim Malone as an Agency Check Signer
MOTION: Jim Cassidy moved to designate Tim Malone as one of the two approved staff check signers for the Agency to replace Ethan Abeles, who is resigning from his position with the Agency; seconded by Donald Naples; passed unanimously.
 - b. Final FY2012-2013 Budget
MOTION: Bart Bovee moved to recommend approval of the FY 2012-2013 budget to the Agency Board as presented; seconded by Rusty Haigh; passed unanimously.
 - c. Personnel Policy Amendments: Classification Descriptions to implement FY2012-2013 Budget
MOTION: Jim Cassidy moved to recommend that the Agency Board approve the following changes to the Personnel Policy: 1. Deletion of the Senior Planner and Transit Programs Manager classification descriptions. 2. Addition of classification descriptions for the Deputy Director, Associate Planner, and Paratransit Coordinator. 3. Change in title for the Office Manager/Bookkeeper to Office and Finance Administrator; seconded by Donald Naples; passed unanimously.
4. Other - no other business raised.
5. Adjournment was declared at approximately 7:29PM.