



**PROGRAM, FINANCE & PERSONNEL**  
**COMMITTEE MEETING MINUTES**

7 PM; Thursday, September 6, 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 unless otherwise noted:

Berlin -	Bart Bovee	Plainville -	James Cassidy
Bristol -	John Pompei	Plymouth -	Stephen Mindera, Chair
Burlington -	Peter McBrien	Southington -	James "Rusty" Haigh, absent
New Britain -	Don Naples - noted absence		

2. June 7, 2012, meeting minutes

MOTION: Peter McBrien moved to accept the June 7, 2012 meeting minutes as presented; seconded by Bart Bovee; passed unanimously

3. Recommendations to the Agency Board

- a. FY2013-2014 Municipal Dues

MOTION: Bart Bovee moved to recommend to the Agency Board the approval of FY 2013-2014 municipal dues amounts noted in the table provided in the staff memorandum; seconded by James Cassidy; pass unanimously

- b. Personnel Policy Revisions

The Committee members discussed the concept of "training and evaluation" as opposed to "probation," "conference leave" and conference expenses, "swap" time, and other parts of the Policy as well as the new classification description for the Paratransit Coordinator.

MOTION: John Pompei moved to recommend that the Agency Board approve the proposed changes to the classification description for the Paratransit Coordinator / Emergency Planner, and to table the other proposed changes proposed until further analysis of them can be completed; seconded by Peter McBrien; passed unanimously

- c. FY2012-2013 Budget Amendment: Office Storage Cabinet

It was noted that there is adequate remainder in the "miscellaneous" budget expenditure line to cover the cost of the proposed cabinet and suggested that no changes be made to the Budget but that the expenditure be approved out of the miscellaneous line.

MOTION: Peter McBrien moved to recommend that the Agency Board approve the purchase of the proposed office cabinetry from CWC Architectural Woodworking of Bristol for an amount not to exceed \$3,230.00 to be charged to the miscellaneous account; seconded by James Cassidy; passed unanimously

4. Other

5. Adjournment was declared at approximately 7:40 PM.