



PROGRAM, FINANCE & PERSONNEL COMMITTEE MEETING MINUTES

7 PM; Thursday, October 4, 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 by Chairman Stephen Mindera with the following in attendance unless otherwise noted:

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

Also present was Mr. Tom Morrow, Executive Director of the Bristol Community Organization (BCO)

2. September 6, 2012, meeting minutes
MOTION: Peter McBrien moved to approve the September 6, 2012 minutes as presented; seconded by Don Naples; passed unanimously
3. Recommendations to the Agency Board
 - a. One-year extension of the contract with DATTCO for Paratransit Services
The Executive Director described the current status of the Contract and the opportunity the Board has to extend the contract for one final year FY2013-2014. Mr. Tom Morrow, Executive Director of Bristol Community Organization (BCO), encouraged the PFP to recommend that the Agency Board advertise the service thru a Request for Proposals and not take the option of extending the contract. He indicated that he thought that, because of the recently publicized ethics violations of the former Agency employee who administered the contract for two years, the contract should be put out to bid to clear it from any connection with the ethics problems of the former employee. He also asked that the RFP be open to vendors who could only bid on a portion of the service, such as the BCO. There was consensus that segmenting the service would not improve either the customer service or the efficiency or effectiveness of the program. After much discussion the following motion was made.
MOTION: Peter McBrien moved to recommend that Agency Board authorize the a one-year extension to the contract with DATTCO for the provision of paratransit services to the Region; seconded by Don Naples; passed (Cassidy opposed).
 - b. Authorization for the Executive Director to Submit a \$500,000 Brownfields Remediation Grant Application to the CT DECD on behalf of the Town of Berlin, and to execute a form of "Pass-Thru" Agreement for the funds
MOTION: Jim Cassidy moved to recommend that the Agency Board authorize the Executive Director to submit the proposed \$500,000 Brownfields Remediation Grant application to DEDC on behalf of the Town of Berlin, and authorize execution of a Passthrough Agreement with the Town of Berlin for assumption of all grant-related responsibilities; seconded by Peter McBrien; passed unanimously

4. Other - the Executive Director asked the PFP to consider increasing the salary of the Paratransit Coordinator/Emergency Planner because the original budget for that position was \$36,000 when it only involved Paratransit. Now that the position description has been revised, and it is a position that also requires Emergency Management knowledges and skills, it is recommended that the salary for the position be increased to \$40,000. This could be done within the parameters of the current budget because a portion of the year has already passed without the position having been filled so the funds that were not used for the position over the past few months can be applied to the position to allow it to reach the \$40,000 level.

MOTION: Jim Cassidy moved to authorize the salary for the Paratransit Coordinator/Emergency Planner to be increased to \$40,000, after the incumbent satisfactorily completes a 90-day evaluation period; seconded by Rusty Haigh; passed unanimously

5. Adjournment was declared at approximately 7:38PM