



*CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY*

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PROGRAM, FINANCE & PERSONNEL COMMITTEE  
MEETING MINUTES

6 PM; Thursday, December 6, 2012 - Baltic Restaurant, 237 New Britain Road, Berlin, CT

1. Call to order, determination of quorum (50% of Committee Membership) - the meeting was called to order at approximately 6:05PM by Chairman Stephen Mindera with the following in attendance unless otherwise noted:

Berlin -	Bart Bovee, informed absence	Plainville -	James Cassidy
Bristol -	John Pompei	Plymouth -	Stephen Mindera, Chair
Burlington -	Peter McBrien	Southington -	James "Rusty" Haigh
New Britain -	Don Naples		
2. November 1, 2012, meeting minutes  
MOTION: Peter McBrien approved the November 1, 2012 meeting minutes as presented; seconded by Rusty Haigh; passed unanimously
3. Recommendations to the Agency Board
  - a. Accept the FY2011-2012 Annual Audit - Michael Maletta, CPA gave an overview of the FY 2011-2012 audit and financial reports stating that the Agency brought in \$2.3 million in revenue (highest in the Agency's history), had a BFO rate of 100.78% (lowest in Agency history), and an overall increase of \$1,300 for the year.  
MOTION: Donald Naples moved to recommend that the Agency Board accept the FY 2011-2012 Annual Audit as presented; seconded by Rusty Haigh; passed unanimously
  - b. Approve America the Beautiful 6-month Grant Extension  
MOTION: Jim Cassidy moved to recommend that the Agency Board authorize the Executive Director to sign the Personal Service Agreement for this extension ; seconded by Peter McBrien; passed unanimously
  - c. Approve Resolution 20121206A - America the Beautiful Grant  
MOTION: Rusty Haigh moved to recommend that the Agency Board approve Resolution 20121206A - American the Beautiful Grant; seconded by Peter McBrien; passed unanimously
  - d. Authorize Purchase of Orthophotography  
MOTION: Rusty Haigh moved to authorize the Executive Director to pay WSP SELLS up to \$2,499 to acquire high-resolution digital orthophotography for the America the Beautiful Project; seconded by Peter McBrien; passed unanimously
  - e. Approve Board Policy #6: Classification Descriptions  
MOTION: Rusty Haigh moved to recommend the Agency Board adopt the attached Board Policy #6: Classification Descriptions to codify the set of descriptions that are currently in effect; seconded by Peter McBrien; passed unanimously
  - f. Approve Family Medical Leave Act Policy  
MOTION: Peter McBrien moved to recommend that the Agency Board approve the proposed FMLA Policy and associated documentation to be effective immediately to assure Agency compliance with the FMLA; seconded by Rusty Haigh; passed unanimously
  - g. Resolution 20121206 Pension Plan Trustee  
MOTION: Peter McBrien moved to recommend that the Agency Board approve Resolution #20121206C updating the names of the Trustees for the employees Pension Plan; seconded by Don Naples; passed unanimously
4. Other -none
5. Adjournment was declared at approximately 6:25PM