



PROGRAM, FINANCE & PERSONNEL COMMITTEE Meeting Minutes

7 PM; Thursday, September 5, 2013

CCRPA Offices, 225 N. Main St., Bristol, CT

1. Call to order (report of informed absences & declaration of quorum - 51% of members)- the meeting was called to order at approximately 7:00 PM by Chairman Stephen Mindera. The following members were in attendance except where noted:

| | | |
|---------------|-----------------------|-----------------------------------|
| Berlin - | Bart Bovee | Absence |
| Bristol - | John Pompei, Absent | Plymouth - Stephen Mindera, Chair |
| Burlington - | Peter McBrien | Southington - James "Rusty" Haigh |
| New Britain - | Don Naples | <u>ex officio</u> - Dennis Kern |
| Plainville - | J. Cassidy, Indicated | |
2. May 2, 2013, meeting minutes
MOTION: Rusty Haigh moved to accept the May 2, 2013 meeting minutes as presented; seconded by Peter McBrien; passed unanimously
3. Recommendations to the Agency Board
 - a. Municipal dues for FY2014-2015
MOTION: Peter McBrien moved to recommend to the Agency Board the approval of the FY 2014-2015 municipal dues amounts as noted in the table attached to the staff memo; seconded by Rusty Haigh; passed unanimously
 - b. FY2013-2014 Agency Budget Amendment incorporating additional \$125,000 SGIA funding and making other changes
The Executive Director briefly reviewed the contents of the proposed amendments and made note of the new Assistant Planner Position, and \$2,000 included in the proposed budget as the Agency's contribution to an Inter-Regional Bike Share Program Feasibility Study.
MOTION: Bart Bovee moved to recommend that the Agency Board approve the changes to the FY 2013-2014 budget presented in the Budget Details Sheets attached to the staff memorandum; seconded by Donald Naples; passed unanimously
 - c. Office Space - Fourth Lease Amendment
MOTION: Don Naples moved to authorized the Executive Director to execute the attached 4th Lease Amendment to add 386 square feet of office space to the suite, and to approve re-modeling costs of up to \$3,694; seconded by Rusty Haigh; passed unanimously
 - d. Formation of a Supportive 501c3 Non-Profit Corporation
MOTION: Rusty Haigh moved to recommend that the Agency Board authorize the Executive Director to initiate creation of a 501C3 nonprofit corporation to support the Agency's work as described in the memo of September 5, 2013 - Formation of a supportive 501C3 non-profit corporation, with the Agency Board as its board of directors, and to seek tax-exempt status for the corporation from the IRS; seconded by Peter McBrien; passed unanimously
4. Other Business - none
5. Adjournment was declared at approximately 7:35PM