



PROGRAM, FINANCE & PERSONNEL COMMITTEE
MEETING MINUTES

7 PM; Thursday, October 3, 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 7:03PM by Chairman Stephen Mindera. The following members were in attendance except where noted:

Berlin -	Bart Bovee	Plainville -	James Cassidy, Informed Absence
Bristol -	John Pompei	Plymouth -	Stephen Mindera, Chair
Burlington -	Peter McBrien	Southington -	James "Rusty" Haigh
New Britain -	Don Naples, Informed Absence	<u>ex officio</u> -	Dennis Kern
2. September 5, 2013, meeting minutes
MOTION: Bart Bovee moved to approve the September 5, 2013 meeting minutes as presented; seconded by Rusty Haigh; passed unanimously
3. FY2013-2014 Agency Budget Amendment incorporating additional \$84,502 FEMA funding and making other changes
The Executive Director reviewed the staff memorandum recommending that staff be directed to prepare a budget amendment that would bring into the budget two new grants, and also involve a change in a position title, two reclassifications, and a salary adjustment. He noted that these proposals are being reviewed with the PFP a month in advance of providing them to the full Agency Board at the November meeting so that the PFP members can have an opportunity to discuss them as appropriate with their town Chief Elected Officials. It was suggested that the across-the-board increase be set at 8%.
MOTION: Rusty Haigh moved approval of the staff recommendation to direct staff to prepare a proposed budget amendment for the November Board meeting which would bring into the budget new grants received, change a position title, re-classify two positions, and provide an 8% across-the-board salary increase to all other positions except the Executive Director and the Planning Aides; seconded by Peter McBrien; passed unanimously.
4. Other Business - none
5. Adjournment was declared at approximately 7:36PM