



Greater Bridgeport Regional Planning Agency

**Greater Bridgeport Regional Planning Agency  
Regular Board Meeting  
Wednesday, August 26, 2009, 6:30 PM**

**Conference Room, Greater Bridgeport Regional Planning Agency  
525 Water Street, Bridgeport, Connecticut**

**MEETING AGENDA**

Executive Committee

- I. Approval of Meeting Minutes (Attachment A):
  - 1. July 22, 2009 Regular Meeting
  
- III. Communications and Announcements (Attachment B):
  - 1. Financial Report (Attachment B-1)
  - 2. Regional Transportation Work Program Schedule and Preliminary Milestones (Attachment B-2)
  - 3. American Recovery and Reinvestment Act – Regional Projects (Attachment B-3)
  - 4. Proposed Cleaning of the Office
  
- III. Report of the Personnel Policy Subcommittee
  
- IV. Other Business
  
- V. Executive Session

**Greater Bridgeport Regional Planning Agency  
Regular Board Meeting  
July 22, 2009 - 6:30 PM  
Greater Bridgeport Regional Planning Agency Conference Room  
525 Water Street  
Bridgeport, CT 06604**

**Minutes**

**Members Present:**

Bridgeport: Anne Phillips, Vice Chairman  
Easton: Peter Neary, Wallace Williams, Treasurer  
Fairfield: Michael Giaquinto, Doug Jones, Jill Kelly  
Monroe: Raymond McPadden  
Stratford: Edward Ward  
Trumbull: Anthony Chory, Frederick Garrity, Chairman, Guy Rocco

**Members Absent:**

Bridgeport: Carolyn Taylor, Patricia Fardy, Carmen Hatton (unexcused), Jose Pires (unexcused)  
Easton: None  
Fairfield: None  
Monroe: J. P. Sredzinski  
Stratford: Laurie Goodsell, Laura Hoydick  
Trumbull: None

**Staff Present:** Mark Nielsen, Executive Director

**I. Approval of Meeting Minutes**

By motion made by Mrs. Kelly, seconded by Mr. Giaquinto, the Agency voted to approve the minutes of the June 24, 2009 Regular Board Meeting.

One abstention - Anne Phillips

The motion carried.

**II. Communications and Announcements**

The Chairman informed members that two (2) referrals were received by the Agency after the agenda was mailed. In the future the Executive Director will Email late referrals, referencing subject matter, to Agency members so they will have the opportunity to review prior to the meeting. For referrals with extensive amendment revisions additional review time will be provided.

1. Financial Report

Mr. Nielsen presented the Financial Statements for the period July 1, 2008 through June 30, 2009. By motion made by Mrs. Phillips, seconded by Mr. Williams the Agency voted to approve the Financial Statements.

The motion carried.

2. Draft Contract for Agency Auditor

The contract for David P. Zuber, CPA to perform the Agency audit for FY2008-09 was reviewed by members. By motion made by Mr. McPadden, seconded by Mr. Jones, the contract was approved with minor revisions. Also, the Board requested the Executive Director to obtain Mr. Zuber's hourly rate.

The motion passed.

3. Computer Equipment

By motion made by Mr. McPadden, seconded by Mrs. Phillips, the Agency authorized an expenditure of up to \$8,000 to purchase four (4) computers and investigate purchasing a server to store all files with shared office access and off-site back-up.

The motion carried.

4. Status and Progress of Agency Planning Studies

Mr. Nielsen presented and a discussion period followed.

5. American Recovery and Reinvestment Act - CT Initiatives

Mr. Nielsen provided members with an updated summary of projects funded to member towns under the AARA.

6. Disposition of Old Copier

By motion made by Mr. Giaquinto, seconded by Mrs. Kelly, the Board authorized the Executive Director to donate the Agency's old copier to a non-profit Agency.

**III. Regional Referrals**

Newtown #146: Article XI, Section 11.01: Special Exceptions

By motion made by Mr. Giaquinto, seconded by Mrs. Phillips, the Agency voted to support the Newtown #146 because it involved minor changes and had no regional significance.

The motion passed.

Westport #268

By motion made by Mrs. Kelly, seconded by Mr. Giaquinto, the Agency voted to support Westport #268 because it involved minor changes and had no regional significance.

The motion passed.

Newtown #147

By motion made by Mr. Chory, seconded by Mr. Williams, the Agency voted to support Newtown #147 because it involved minor changes and had no regional significance.

The motion passed.

**IV. Other Business**

1. The Personnel Policy Review and Update Committee will meet on August 19, 2009, 6:00 pm in the GBRPA Conference Room.

Committee Members:

Anne Phillips  
Peter Neary  
Mike Giaquinto  
Ray McPadden  
Guy Rocco

2. The Executive Director will contact member towns reminding them to adjust Agency member terms to coincide with Agency By-laws.

By motion made by Mr. Jones, seconded by Mrs. Phillips, the meeting adjourned.

Respectfully submitted,

Laurie Goodsell, Secretary

Attachment B  
Communications and Announcements

Attachment B-1: Financial Report

Attachment B-2: Regional Transportation Work Program Schedule  
and Preliminary Milestones

Attachment B-3: American Recovery and Reinvestment Act –  
Regional Projects

GREATER BRIDGEPORT REGIONAL PLANNING AGENCY  
Statement of Resources  
Period Covered: July 1, 2009 through July 31, 2009

Program	Budget	Paid Through July 31, 2009	Receivables at July 31, 2009	Balance of Funds Available
Transportation Planning	\$727,231.00	\$0.00	\$28,488.10	\$698,742.90
State Grant In Aid*	12,339.00	0.00	12,339.00	0.00
Local	80,215.00	18,053.00	62,162.00	0.00
Total Program Revenue	\$819,785.00	\$18,053.00	\$102,989.10	\$698,742.90

Bank Balances at July 31, 2009

Checking Accounts \$72,446.86

Cash Reserves \$53,360.87

Restricted Funds \$102,240.18\*

\* Subject to approval of State budget.

\* Reserved for Regional Performance Incentive Program.

GREATER BRIDGEPORT REGIONAL PLANNING AGENCY  
PERSONNEL AND OPERATIONS LINE ITEM STATEMENT  
FOR THE PERIOD: JULY 1, 2009 THROUGH JULY 31, 2009

PERSONNEL	BUDGET	Jul-09	Variance	Aug-09	Variance	Sep-09	Variance	Oct-09	Variance	Nov-09	Variance	Dec-09	Variance	Jan-10	Variance	Feb-10	Variance	Mar-10	Variance	Apr-10	Variance	May-10	Variance	Jun-10	Variance	Payables	TOTAL	BALANCE AVAILABLE
Staff Salaries	414,554.00	19,051.00	15,495.17																								19,051.00	395,503.00
Fringe Benefits	120,600.00	5,956.00	4,094.00																								5,956.00	114,644.00
Payroll Taxes	39,600.00	1,457.00	1,843.00																								1,457.00	38,143.00
Subtotal	574,754.00	26,464.00	21,432.17																								26,464.00	548,290.00

OPERATIONS	BUDGET	Jul-09	Variance	Aug-09	Variance	Sep-09	Variance	Oct-09	Variance	Nov-09	Variance	Dec-09	Variance	Jan-10	Variance	Feb-10	Variance	Mar-10	Variance	Apr-10	Variance	May-10	Variance	Jun-10	Variance	Payables	TOTAL	BALANCE AVAILABLE
Audit	6,000.00	-	500.00																							500.00	500.00	5,500.00
Equipment and Computers	5,000.00	-	416.67																								-	5,000.00
Insurance	7,000.00	532.00	51.33																								532.00	6,468.00
Printing and Supplies	4,000.00	-	333.33																								-	4,000.00
Reproduction	2,500.00	164.00	44.33																								164.00	2,336.00
Office Rent	46,200.00	3,500.00	350.00																							350.00	3,850.00	42,350.00
Postage	3,500.00	318.00	(26.33)																								318.00	3,182.00
Telephone, Fax and Internet	4,500.00	25.00	350.00																								25.00	4,475.00
Travel and Field Survey	2,500.00	-	208.33																								-	2,500.00
Training, Dues & Advertising	5,000.00	73.00	343.67																								73.00	4,927.00
Legal Services	1,000.00	-	83.33																								-	1,000.00
Miscellaneous	3,000.00	-	250.00																								-	3,000.00
Subtotal	90,200.00	4,612.00	2,904.67																							850.00	5,462.00	84,738.00
Total	664,954.00	31,076.00	24,336.83																							850.00	31,926.00	633,028.00

Greater Bridgeport Regional Planning Agency  
 Fiscal Year 2008-09 Direct Labor Summary  
 For the Period July 1, 2009 through July 31, 2009

**Regional Transportation Planning Program**

Task	Title	Task Budget	Expenses July, 2009	Balance of Funds Available
100	System Performance	29,630.00	1,431.00	28,199.00
200	Planning	78,460.00	3,824.00	74,636.00
300	Transit	62,767.00	1,196.00	61,571.00
400	Regional Trail Project	31,384.00	919.00	30,465.00
500	Implementation	47,076.00	1,294.00	45,782.00
600	Public Involvement	30,215.00	1,980.00	28,235.00
700	Administration	34,306.00	2,000.00	32,306.00
800	Safe Routes To School	0.00	0.00	0.00
900	Coastal Link Study	0.00	0.00	0.00
	<b>Total</b>	<b>313,838.00</b>	<b>12,644.00</b>	<b>301,194.00</b>

Attachment B-2: Regional Transportation Work Program Schedule  
and Preliminary Milestones

**FY 2010 Regional Transportation Work Program  
Schedule and Preliminary Milestones  
Greater Bridgeport Regional Planning Agency**

Tasks	Activity	Staff	First Quarter			Second Quarter			Third Quarter			Fourth Quarter		
			July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
100	Transportation System Performance													
	▪ Stratford Traffic Counts	LR	■	■										
	▪ Trumbull Traffic Counts	LR		■										
	▪ Traffic Counts	LR											■	■
	▪ ARRA Projects Traffic Data	LR		■										
	▪ Travel Time Surveys	LR/JD	■		■	■								
	▪ Accident Database	LR/JD	----- As needed -----											
	▪ Transportation Database	LR		■	■	■	■	■	■				■	■
	▪ Transit Database	AY	■	■	■	■	■	■	■	■	■	■	■	■
	▪ Commuter & Rail Parking Counts	AY	■	■	■	■	■	■	■	■	■	■	■	■
	▪ Update Regional Basemap	JD	■	■	■	■	■	■	■	■	■	■	■	■
200	Transportation Planning													
	▪ Congestion Management	LR	■	■	■	■	■	■	■	■	■	■	■	■
	▪ ITS Planning	MN		■	■									
	▪ Rte 127 Technical Assistance	LR			■	■	■	■	■	■	■	■	■	■
	▪ SR 773 Technical Assistance	LR			■	■	■	■	■	■	■	■	■	■
	▪ Stratford Ctr Technical Assistance	LR			■	■	■	■	■	■	■	■	■	■
	▪ Transportation Security Planning	MN	■		■		■		■		■		■	
	▪ Safety Programs	LR												
	▪ Freight Planning	Staff	----- As needed -----											
	▪ Air Quality Conformity	MN	----- As needed -----											
300	Transit Planning													
	▪ Local Bus--Project Development	MN	■											
	▪ Bus Terminal Ped Safety	AY	■	■										
	▪ HC Parking Assessment	AY	■	■										
	▪ Rail Parking Task Force	AY	■			■	■	■	■	■	■	■	■	■
	▪ Bus Stop Safety & Amenities	AY			■	■	■	■	■	■	■	■	■	■
	▪ Electronic Fare -- ITS Planning	AY			■	■	■	■	■	■	■	■	■	■
	▪ LOCHSTP	AY	■											
	▪ Commuter Rail Facilities	AY	■	■										
	▪ Coastal Link Study	MN/AY						■	■	■	■	■	■	■



<b>American Recovery and Reinvestment Act  Recommended Transportation Improvement Projects  Greater Bridgeport Planning Region and Valley Planning Region</b>			
<b>Town</b>	<b>Project Description</b>	<b>Estimated Cost</b>	<b>Comment</b>
Fairfield	Various intersection improvements, including signalization improvements, minor widening for turn lanes and spot repaving associated with the intersection improvements in vicinity of Black Rock Turnpike and Commerce Drive.	\$500,000	About 90% design completion; Design Completion Date = October, 2009. An additional \$1.7 million has been allocated in FFY 2010 under the STP urban program to fully fund project.
Bridgeport	Congress Street Bridge Demolition and Re-construction Project -- Remove bascule leaf sections above waterline. Project advancement dependent upon need for permits to work within a navigable waterway.	\$1,200,000	Design nearly completed; city has committed \$600,000 in local funds and an additional \$300,000 has been allocated in FY 2010 under the STP urban program to fully fund project. City must commit to replace bridge within 10 years.
Monroe	Strategic Paving Project -- Repave and resurface several local roads in need of rehabilitation. Project locations: Purdy Hill Road and Cross Hill Road	\$1,050,000	Project development and design underway. CDOT pavement condition review suggests need for full depth reconstruction. May need to adjust project scope.
Stratford	Barnum Avenue streetscape project, including pedestrian walks, lighting along the roadway from California Street to West Broad Street	\$1,500,000	Design nearly completed.
Bridgeport	Strategic Paving Project -- Repave and resurface several local roads in need of rehabilitation. Project locations: Main Street, Capitol Avenue and Iranistan Avenue	\$2,100,000	Project development completed; cost estimate within ARRA allocation; design underway.

Stratford & Trumbull	Roadway Improvements: Hawley Lane Re-Paving Project from Route 108 to the vicinity of the driveway to Big Y supermarket	\$600,000	Project development and design underway; pavement condition evaluation indicate the need for full depth reconstruction which is beyond funding available for project. Estimated cost = \$1,375,000.
Trumbull	Strategic Paving Project -- Repave and resurface several local roads in need of rehabilitation. Project locations: Whitney Avenue and Moose Hill Road	\$650,000	Project development and design underway.
Stratford	Housatonic River Greenway bike and pedestrian trail project, including construction of utilities, driveway access, landscaping and signage and extend trail from Town boat launch to the Stratford Army Engine Plant	\$750,000	Project scoping and development completed; design underway.
GBT	Repower Engines: This project includes the purchase and installation of repowered engines on 40 buses. The project would result in lower emissions, reduced maintenance costs and ensure continued regular operation for the vehicle's useful life. This work is usually completed mid-life (after about 300,000 miles) through a 12 year useful life expectancy.	\$2,800,000	GBT ready to proceed with project.