

**Minutes
 Regular Meeting
 Greater Bridgeport Regional Council**

**Thursday, October 11, 2012
 Greater Bridgeport Regional Council, Conference Room
 Bridgeport, Connecticut**

Name	Representing
<p>Thomas A. Herrmann, First Selectman, GBRC Chairman Mike Tetreau, First Selectman John Harkins, Mayor Steve Vavrek, First Selectman Timothy Herbst, First Selectman (conference call)</p>	<p>Easton Fairfield Stratford Monroe Trumbull</p>
<p>Brian Bidolli, Executive Director Meghan Sloan, Transportation Planner Davey Ives, Fellow</p>	<p>GBRC GBRC Clean Air Cool Planet, City of Bridgeport</p>
<p>David P. Zuber, Certified Public Accountant</p>	<p>David P. Zuber</p>

Minutes

I. Call to Order

This was a regular meeting of the GBRC. It was called to order by First Selectman Herrmann, Chairman, at 10:12 am. A quorum was declared.

II. Public Participation

First Selectman Herrmann asked if there was anyone from the public who wanted to address the Council. Hearing none, the Council proceeded to the next item.

III. Approval of Minutes:

The minutes of the RCEO meeting held on June 6, 2012 were reviewed. A motion was made by Mayor Harkins and seconded by First Selectman Vavrek to accept the minutes. The minutes were unanimously approved.

IV. Communications and Announcements

1. Annual Audit/FY 2013 Unified Work Program Status:

David Zuber, Certified Public Accountant, presented the annual audit to the Council. Mr. Zuber referred to the "Statement of Net Assets," "Statement of Activities" and "Budgetary Comparison Schedule." First Selectman Herrmann commented that the Accounts Receivable and Unrestricted Net Assets (Statement of Net Assets) almost balanced out (both around \$218,000). Mr. Zuber commented that there was an increase of \$18,064 in net assets. First Selectman Herrmann asked for the basic administrative expenses of the GBRC – not including projects. Mr. Zuber replied that if the Consultants line item was removed from the Expenditures section, administrative costs would total around \$710,000. Mr. Herrmann commented that there was currently a cushion of 30% of the GBRC's administrative expenditures in Unrestricted Net Assets. Mr. Bidolli and Mr. Zuber clarified that this cushion was necessary because of the schedule of state reimbursements. First Selectman Tetreau asked if there was enough of a cushion. Mr. Zuber commented that the liquidity of the GBRC was good. Having no further questions, Mr. Zuber thanked the Council. A motion was made by First Selectman Tetreau and seconded by Mayor Harkins to approve the annual report. The motion passed unanimously.

Mr. Bidolli provided the Council with a work program summary and the approved Unified Planned Work Program. Mr. Bidolli explained that the UPWP covered \$619,000 in transportation planning funds. Mr. Bidolli provided some updates on current projects, such as the Pequonnock River Trail, Lafayette Circle and the Ash Creek Pedestrian Bridge.

As a new item in the work program, Mr. Bidolli briefly explained the voluntary FEMA Community Rating System Program and introduced Davey Ives (Fellow, Clean Air Cool Planet) to provide more details on the program. Mr. Ives provided hand outs, an explanation of the program, its benefits and anticipated projects that the program could be coordinated with. First Selectman Herrmann asked for some economic details of the program. Mr. Bidolli suggested regional CRS coordination. This coordination could reduce administrative costs associated with the program. First Selectman Tetreau and Mayor Harkins expressed interest in the program.

2. Regional GIS/Performance Incentive Program

Mr. Bidolli explained that the kickoff GTAC meeting (to coordinate the Regional GIS project) would be held on Tuesday, October 16th. Mr. Bidolli emphasized that the purpose of the GTAC was to work with each municipality to understand their GIS

requirements and service needs. Mr. Bidolli described some benefits of the project to member municipalities, such as GPS units, a bay station and updated aerial imagery. First Selectman Tetreau asked about coordination with UI and CL&P. Mr. Bidolli explained that the state had passed legislation requiring that utility infrastructure be shared with municipalities. Currently, an MOU is being prepared. Once the MOU has been completed, this data will be another layer available to municipalities.

As another round of Regional Performance Incentive Programs will be available for 2013, Mr. Bidolli suggested that the Council consider region wide implementation of FEMA's CRS program for RPIP funding. First Selectman Vavrek suggested a regional purchasing program for IT or capital equipment. Mr. Bidolli explained that applications were due by December 31st and that any council member's suggestions would be welcome.

3. Office Improvement Plan

Mr. Bidolli presented a description of tasks and estimated costs for improvements to the GBRC office. The estimated budget of \$20,000 received the general consent of the Council.

4. Annual Meeting

Mr. Bidolli explained that Ralph and Rich's had penciled in the GBRC Annual Meeting for December 18th. The Council was in agreement with this suggestion.

Mr. Bidolli explained that typically the election of officers is held at the Annual Meeting. Mr. Bidolli suggested a rotating chair model - similar to the Regional Planning Commission.

V. Action Items

1. Intergovernmental Agreement/Regional TOD

Mr. Bidolli provided a project timeline and progress update to the Council. An agreement with GBT is necessary as they are the federally designated recipient of FTA funds. A motion to approve the PSA was made by First Selectman Vavrek and seconded by First Selectman Tetreau. A motion to approve the authorizing resolution was made by First Selectman Vavrek and seconded by First Selectman Tetreau. Both motions passed unanimously.

2. Regional Brownfields Project/Grant Agreements

Mr. Bidolli described the two DECD grants that GBRC would be the recipient of. First Selectman Tetreau expressed concerns about the ongoing maintenance for regional GIS. Mr. Bidolli explained that GBRC would keep track of the GIS project costs to estimate

maintenance costs for each member. To remain in the program, each municipality's council would need to approve these costs.

3. Agency Bylaws

Mr. Bidolli explained that GBRC received about \$12,000 per year to support the Regional Planning Commission. To reduce some of the associated costs, Mr. Bidolli suggested that a consent agenda is electronically provided to CEOs for comments and/or approval. First Selectman Herrmann suggested that Mr. Bidolli provide the Council with an amendment to the bylaws.

VI. Other Business

First Selectman Tetreau explained that the Town of Fairfield recently audited United Illuminating assessments. The Town found that there was a significant difference between the assessments UI paid to Fairfield and their financial statements.

Having no further business a motion was made by Mayor Harkins, and seconded by First Selectman Tetreau to adjourn. The meeting of the GBRC ended at 11:15 am.

Respectively submitted

John Harkins, Mayor,
GBRC Secretary