

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT ESTUARY TRANSIT DISTRICT MEETING

ESTUARY TRANSIT DISTRICT  
REGULAR MEETING  
4/15/11

17 INDUSTRIAL RD., CENTERBROOK CT

CALL TO ORDER

The regular meeting of the Estuary Transit District was called to order by Leslie Strauss, Vice Chair at 9:02 a.m.

PLEDGE OF ALLIEGENCE

Leslie Strauss led the Pledge of Allegiance.

ROLL CALL

A quorum was established with the following Board members present: Leslie Strauss, John Forbis, Virginia Zawoy, "Electric" Richard Cabral (via Skype), Roland Laine, Ralph Eno (arrived at 9:08 a.m.)

Staff members presented included: Joe Comerford, Halyna Famiglietti, Paul Tyrrell

Absent – Noel Bishop, Dick Smith and Jack Spangler

VISITOR COMMENTS –None

SECRETARY'S REPORT

Minutes

Roland Laine made a motion to approve the meeting minutes from the February 18, 2011 meeting, with corrections. Ralph Eno seconded the motion. The motion passed unanimously.

Corrections: Page 4 – Richard Cabral was elected Chairman, Page 6 – Note that Joe Comerford submitted the minutes, not Suzanne Helchowski as reported.

Communications

Included in the Board's packet was a letter from Michael Guerrero, DOT, indicating that the request for an additional evening trip between Old Saybrook and New London is warranted. Unfortunately, no additional funding will be provided by the DOT. Mr. Guerrero suggested that the ETD pursue possible funding through the JARC program.

The Board discussed the importance of this additional trip. Currently the schedule allows for riders to get to work in the morning. This additional trip would allow riders to also take the bus home.

The additional trip to expand hours on this line would cost approximately \$24,000 per year. Ralph Eno suggested that if it is determined that the District can afford to fund this trip, they should do so. The District should inform the DOT that they are willing to finance the service, on an interim basis, but

expects additional DOT funding in the future. Joe Comerford will pursue further and develop “real” costs associated with additional hours.

This will be an item on the June agenda.

#### Laine Appointment

Included in the Board’s packet was correspondence from Mike Pace appointing Roland Laine as the Old Saybrook’s representative on the ETD. His term expires in 2012.

TREASURER’S REPORT – None.

FINANCE COMMITTEE REPORT – None.

#### MARKETING REPORT

The Marketing Report was included in the Board’s packet.

Nine Town Transit was highlighted in the recent edition of the Commuter Connection publication. This publication is e-mailed to area employers.

Flyers were distributed announcing the celebration of 9TT’s 30<sup>th</sup> anniversary. This event will be held on Friday, May 13<sup>th</sup> from 12 to 3 p.m. at the Chester Meetinghouse. Press releases and invitations will be sent next week. A \$0.30 promotional fare has been approved and will be available on May 13<sup>th</sup>.

Various media being used to promote the District includes: Comcast Community Bulletin Board, Foursquare and Flickr.

The system map, currently being developed, will be included in the next printing of schedules.

A Marketing Plan to promote the new hybrid bus will be developed and a ribbon cutting will be held after May 13<sup>th</sup>.

#### EXECUTIVE DIRECTOR’S REPORT

The Executive Director’s Report was included in the Board’s packet.

Joe Comerford reported that he awaits word on a grant that would allow a line from Clinton to Middletown (route to run through Killingworth).

#### FINANCE MANAGER’S REPORT

The Finance Manager’s Report, Budget vs. Actual Report, Bank Statements and Cash Flow Report were included in the Board’s packet.

Halyna Famiglietti reported that the State now deposits funds electronically directly into the District’s account.

The Clean Fuel Grant will reimburse the District for the purchase of the hybrid bus; however, the District will have to purchase the bus “up front”. In order to purchase the bus, a \$100,000 loan is necessary. A request for payment has been submitted.

**Ralph Eno made a motion to authorize the ETD Richard Cabral, Chairman, Leslie Strauss, Vice Chair and John Forbis, Treasurer to borrow up to \$100,000 for the purpose of purchasing the hybrid bus prior to reimbursement from the State. John Forbis seconded the motion. The motion passed unanimously.**

The budgetary impact of rising fuel costs was discussed briefly.

**John Forbis made a motion to accept the Finance Managers Report and the Executive Director’s Report as presented. Virginia Zawoy seconded the motion. The motion passed unanimously.**

#### OPERATIONS MANAGER’S REPORT

The Operations Manager’s Report was included in the Board packet.

Paul Tyrrell reported that driver training has been completed and the drivers are not certified. Additional training on the new hybrid vehicle will be completed as well.

Two new buses have been delivered and are currently being outfitted with phones, cameras etc. These buses should be in service next week.

**Ralph Eno made a motion to accept the Operations Manager’s Report as presented. John Forbis seconded the motion. The motion passed unanimously.**

OLD BUSINESS – None.

#### NEW BUSINESS

Authorizing Resolution

**Virginia Zawoy resolved that the Chairman, Richard J. Cabral, and/or in his absence or inability to act, the Vice Chairman, Leslie B. Strauss, having been since February 15, 2008, are, hereby, authorized on behalf of the ETD to negotiate and execute all necessary contract documents required to obtain funds from the Connecticut DOT. John Forbis seconded the motion. The motion passed unanimously.**

Finance Committee Appointment – **John Forbis made a motion to appoint Roland Laine to the Finance Committee. Virginia Zawoy seconded the motion. The motion passed unanimously.**

Free Transportation Policy 330 – This policy, standard in most districts, allows ETD employee to ride for free.

**John Forbis made a motion to approve Policy 330 Free Transportation as presented. Roland Laine seconded the motion. The motion passed unanimously.**

Retirement Plan 320 – A copy of the Retirement Plan was included in the Board’s packet.

The Board discussed the ramifications of overtime in determining retirement funds. The Board discussed incremental investments as they pertain to the policy. The term “base salary” will be added to the policy.

Joe Comerford will incorporate the changes discussed into the policy.

**John Forbis made a motion to approve Policy 320 Retirement Plan as amended. Ralph Eno seconded the motion. The motion passed unanimously.**

A copy of an Employee Incentive Program was included in the Board’s packet. Joe Comerford reported that this program is recommended by the DOT and promotes driver safety awareness.

The Board discussed the financing of the incentive and capped the incentive amount at \$125.00.

**John Forbis made a motion to approve the Employee Incentive Program as discussed. Virginia Zawoy seconded the motion. The motion passed unanimously.**

#### Property Search

Leslie Strauss reported on several locations identified as potential ETD homes. One property was located in Ivoryton and one was located in Old Saybrook. These properties were visited by First Transit representatives. The Board discussed the two sites along with building and/or remediation that each site may require. Funding for the purchase of a site was discussed as well as the liability (maintenance, insurance etc.) of property ownership. The necessity of a thorough review of each site, including underground surveys was discussed.

Joe Comerford will collect and analyze data. A Special ETD meeting may be necessary to pursue property acquisition.

Leslie Strauss reported that as the real estate broker, she will recuse herself from voting and inappropriate discussion pertaining to property acquisition.

Ralph Eno commented that the sense of this meeting is to proceed and explore funding availability and other contingencies as discussed via the Executive Director.

CHAIR COMMENTS – None.

BOARD MEMBER COMMENTS – None.

VISITOR COMMENTS – None.

EXECUTIVE SESSION

Note that the word “approve” should be removed from Item 17 of the Agenda.

**Leslie Strauss made a motion to go into Executive Session at 11:20 a.m. for the purpose of discussion on the 2012 budget. ETD staff was invited into the Executive Session. John Forbis seconded the motion. The motion passed unanimously.**

Regular Session resumed at 11:27 p.m.

**John Forbis made a motion to approve the 2012 Budget as presented. Ralph Eno seconded the motion. The motion passed unanimously.**

The next meeting is scheduled for June 17, 2011.

ADJOURNMENT

**John Forbis made a motion to adjourn the meeting at 11:30 p.m. Virginia Zawoy seconded the motion. The motion passed unanimously.**

Respectfully Submitted,

Suzanne Helchowski

Recording Clerk

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ESTUARY TRANSIT DISTRICT  
PUBLIC HEARING  
4/15/11

17 INDUSTRIAL RD., CENTERBROOK CT

CALL TO ORDER

The Public Meeting on the proposed FY2011 Budget was called to order by Leslie Strauss, Vice Chair at 9:08 a.m.

There were no comments.

The Public Hearing was closed at 9:09 a.m.

Respectfully Submitted,

Suzanne Helchowski  
Recording Clerk