

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT TRANSIT MEETING

ESTUARY TRANSIT DISTRICT
REGULAR MEETING

October 21, 2011

CALL TO ORDER

The regular meeting of the Estuary Transit District was called to order by Leslie Strauss, Vice Chair at 9:05 a.m.

PLEDGE OF ALLEGIANCE

Leslie Strauss led the Pledge of Allegiance.

ROLL CALL

A quorum was established with the following Board members present: Noel Bishop, John Forbis, Roland Laine, Virginia Zawoy, Leslie Strauss, Jack Spangler, and Richard Cabral (via Skype).

Absent: Ralph Eno, Dick Smith

Staff members present included: Joe Comerford, David Lee (First Transit), Halyna Famiglietti, Paul Tyrrell, Alan Watson (Trans Ad)

VISITOR COMMENTS

None.

SECRETARY'S REPORT

Minutes

August 19, 2011

Richard Cabral made a motion to approve the meeting minutes from the August 19, 2011 meeting. Roland Laine seconded the motion. The motion passed unanimously.

Finance Committee Minutes

September 28, 2011

John Forbis made a motion to approve the minutes from the Finance Committee meeting dated 9/28/11. Virginia Zawoy seconded the motion. The motion passed unanimously.

COMMUNICATIONS

Virginia Zawoy reported on a letter received from David Lee, Area Vice President, First Transit outlining the District's recent accomplishments and requesting that the contract be extended for one year commencing on December 1, 2011.

TREASURER'S REPORT

John Forbis reported that clarity is needed regarding the cost to town allocation, based on population and population density, relative to the possible addition of Madison to the District. Each town has a substantial investment in the District. The Finance Committee is recommending that any addition to the District contribute to the unrestricted fund.

COMMITTEE REPORTS

Marketing Report

The Marketing Report was included in the Board packet and included a copy of Bus Ride Magazine featuring 9TT. This article will be distributed to area Senior Centers and the Events publications.

9TT sent a representative to the 33rd District Senior Fair. This event was held at the Clinton Town Hall and was well attended.

The re-designed website was launched in late August and has received positive feedback.

A copy of the "Dashboard Report", a free tool offered by Google, was included in the Board packet.

Joe Comerford reported that the District will be participating in the "Touch a Truck" event scheduled at the Tanger Outlet Center on Saturday, October 21, 2011.

Ferry Committee

Leslie Strauss reported that discussions regarding the Ferry are on-going. The Committee (Ralph Eno, John Forbis, Leslie Strauss and Joe Comerford) met with the new DOT Commissioner to discuss "building" the ferry service, through tourism, to increase ridership. If ridership is increased, there is the possibility that upgraded ferries could be necessary. These capital issues, along with internal issues at the DOT, must be addressed. Joe Comerford is expecting information from the DOT.

At this time, no commitments have been made and the role of 9TT in the ferry operation is still to be determined.

Noel Bishop reported that at the recent CCM Annual Meeting, the DOT Commissioner, commented on the regionalization considerations being pursued by the State in several areas, including transportation. This process will be discussed at the next CRERPA meeting.

EXECUTIVE DIRECTOR'S REPORT

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

Joe Comerford reported that 9TT passed a version of a fare increase in preparation of a fare increase by the CT Transit. CT Transit will implement a 5% increase beginning July 1. CT Transit has not yet decided if the increase will be passed onto the District. CT Transit will also offer a new monthly senior and disabled pass at half price. We have asked DOT if we will be required to accept this pass, and if so, have expressed our concern about how it will affect our sales unless we do the same. We are awaiting a response.

Leslie Strauss expressed concern that a blind individual is unable to participate in the "disabled" fare. Joe Comerford explained that as a rural district (even though we connect to urban areas), 9TT is not

eligible to participate in the half fare for disabled program. Mike Sanders, DOT, will be contacted to discuss.

New Freedom

ETD has been awarded funding to expand the Mid-Shore Express from 9.25 hours per day to 14.5. This will eliminate the gap in the middle of the day, providing better access to the Middletown area. It will also begin stopping in Haddam, pending contracting of their Municipal Grant services. The grant also provides for a larger diesel bus for better highway performance, extended life expectancy, and to handle the growing passenger loads.

Noel Bishop questioned the most important issues to be addressed by the District for the next 6 to 9 months. Joe Comerford responded budgeting is difficult when the state's budget remains incomplete. It is difficult to develop a budget for the District when the state's budget is not received until May.

Another issue facing the District is the cost effectiveness of contracting out the maintenance on the buses and finding adequate parking, especially for the newer, bigger buses. Leslie Strauss commented that the DOT has not been responsive to the District's facility issues.

Richard Cabral made a motion to accept the Executive Director's Report, the Marketing Report and the Finance Report as presented. Leslie Strauss seconded the motion. The motion passed unanimously.

FINANCE MANAGER'S REPORT

The Finance Manager's Report was included in the Board packet.

Halyna Famiglietti reported that the District is in the process of transitioning to Liberty Bank.

Joe Comerford reported that the issues (overhead charges) of the audit have been addressed. The Audit Report will be available at the December meeting.

OPERATIONS MANAGER'S REPORT

Paul Tyrrell reported that a part-time supervisor has been hired to monitor drivers and ensure safety.

Vista students have been hired to clean the buses as well as the office space. They are doing an excellent job and are eligible for free bus rides.

Paul Tyrrell reported that all drivers recently attended a Safety Meeting. Safety Awards and Stop & Shop gift cards were distributed.

A "ghost rider" has been riding the buses and has been extremely complimentary to our drivers.

The new District uniforms were displayed.

Richard Cabral made a motion to accept the Operations Manager's Report. Virginia Zawoy seconded the motion. The motion passed unanimously.

OLD BUSINESS – None.

NEW BUSINESS
DOT Authorizing Resolution
Virginia Zawoy resolved:

STATE OF CONNECTICUT

SS: Estuary Transit District

COUNTY OF MIDDLESEX

October 21st, 2011

AUTHORIZING RESOLUTION

ESTUARY TRANSIT DISTRICT

CERTIFICATION:

I, Virginia Zawoy, Secretary of the Estuary Transit District, do hereby certify that the following is a true and correct copy of a resolution adopted at its meeting on February 18th, 2011, in which a quorum was present and acting throughout and that the resolution has not been modified, rescinded or revoked and is at present in full force and effect.

WHEREAS, the Estuary Transit District, pursuant to Chapter 103a, Section 7-273k of the General Statutes of the State of Connecticut, as revised, is empowered to enter into contracts for the purpose of subsidizing transit services, therefore

BE IT 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 Estuary Transit District to negotiate and execute all necessary contract documents required to obtain funds from the Connecticut Department of Transportation.

IN WITNESS WHEREOF the undersigned has affixed her signature, the 21st day of October in the year 2011.

ESTUARY TRANSIT DISTRICT

SECRETARY

Virginia Zawoy, Secretary

I, Virginia Zawoy, Secretary of Estuary Transit District, Certify that
the resolution noted above is still in force and effect
as of this 21st day of October 2011.

Virginia Zawoy, Secretary

John Forbis seconded the motion. The motion passed unanimously.

Management Contract

A letter received from David Lee, Area Vice President, First Transit outlining the District's recent accomplishments and requesting that the contract be extended for one year commencing on December 1, 2011 was discussed.

John Forbis made a motion to approve the contract as outlined in the letter from David Lee, First Transit, dated 9/14/11. Roland Laine seconded the motion. The motion passed unanimously.

Advertising Contract

Joe Comerford reported that the advertising contract with Trans-Ad Outdoor, Inc. has expired. Mr. Alan Watson, Executive Vice President Trans-Ad Outdoor was present to give an overview of their services. Mr. Watson distributed information to Board members.

Joe Comerford reported that the state's contribution to the District is off-set by the revenue generated by the ads. Discontinuing the advertising on the buses is not a good option at this time as the State will not increase their contribution.

Leslie Strauss and Jack Spangler expressed concern that the ads are unattractive, "de-face" the buses and are not part of the District's plan.

John Forbis reported that, at least during the recession, the District needs the revenue generated by the ads.

Joe Comerford reported that the RFPs are due 10/31/11.

An RFP Review Committee was formed and includes: Halayna Famiglietti, Joe Comerford, John Forbis, Richard Cabral, Jack Spangler, and Roland Laine.

Southeast Shuttle Expansion

Joe Comerford reported that the State did not fund the extra two hours per day on the Shuttle. The cost to fund these additional hours is approximately \$24,000 per year. At this time, \$12,000 is needed to fund ½ year. Joe proposes that these funds come from the Unrestricted Reserve.

John Forbis made a motion to approve the request for \$12,000 to expand the services of the Southeast Shuttle on the condition that the Finance Committee reviews the audit and determines that the addition will not negatively affect the unrestricted reserve balance. Virginia Zawoy seconded the motion. The motion passed unanimously.

Town of Madison Proposed Dues

The Finance Committee determined that Madison's proposed dues would be \$26,438 (per the existing formula). The Board discussed a 10% premium to be put toward the unrestricted net assets for the first year. This will be discussed further at the next Finance Committee meeting.

Appointment of Nominating Committee

Noel Bishop made a motion to name Virginia Zawoy, Dick Smith and John Forbis the Nominating Committee. Jack Spangler seconded the motion. The motion passed unanimously.

Holiday Party

The Holiday Party was scheduled for 12/16/11 (after the Board meeting).

CHAIR COMMENTS

Richard Cabral requested clarity on equity if a town decides to leave the District. John Forbis responded that while a town would not have to pay to leave the District, they would not receive their portion of the unrestricted reserve. They would also be responsible for that year's budget and for any possible deficit.

BOARD MEMBER COMMENTS

Leslie Strauss complimented Deep River for their lovely bus shelter.

Old Saybrook is in the process of installing their shelter. The plaque dedicated to Stan Griemann will be installed.

ADJOURNMENT

Richard Cabral made a motion to adjourn the meeting at 11:30 a.m. Roland Laine seconded the motion. The motion passed unanimously.

Next Meeting 12/16/11. – start time 10a.m.

Respectfully Submitted,

Suzanne Helchowski
Clerk