

ESTUARY TRANSIT DISTRICT  
REGULAR MEETING  
17 INDUSTRIAL PARK ROAD  
CENTERBROOK, CONNECTICUT  
THURSDAY, APRIL 17, 2014

CALL TO ORDER

The meeting was called to order by Leslie Strauss, Chairman at 9:35 a.m.

PLEDGE OF ALLEGIANCE

Leslie Strauss led the Pledge of Allegiance.

ROLL CALL

A quorum was established with the following board members present: John Forbis, Virginia Zawoy, Ralph Eno, Peter Bierrie, Leslie Strauss, Joan Gay (via telephone) and Roland Laine.

Absent: Noel Bishop, Dick Smith

Visitors: Melissa Schlag – First Selectwoman Haddam

Staff: Halyna Famiglietti, Allison Meshnick, Joe Comerford

Non-voting members from E. Haddam and Durham were invited to the meeting.

VISITOR'S COMMENTS – None

SECRETARY'S REPORT

Minutes

Roland Laine made a motion to approve the minutes from the 2/21/14 Regular meeting. John Forbis seconded the motion. The motion passed unanimously.

John Forbis made a motion to accept the minutes from the 2/25/14 Rte. 81 Committee meeting. Roland Laine seconded the motion. The motion passed unanimously.

Roland Laine made a motion to accept the minutes from the 3.11/14 Rte. 81 Committee meeting. John Forbis seconded the motion. The motion passed unanimously.

Roland Laine made a motion to accept the minutes from the 3/24/14 Rte. 81 Committee meeting. John Forbis seconded the motion. The motion passed unanimously.

John Forbis made a motion to accept the minutes from the 4/1/14 Rte. 81 Committee meeting. Roland Laine seconded the motion. The motion passed unanimously.

Roland Laine made a motion to accept the minutes from the 4/2/14 Finance Committee meeting. Peter Bierrie seconded the motion. The motion passed unanimously.

John Forbis made a motion to accept the minutes from the 4/7/14 Rte. 81 Public Hearing meeting. Ralph Eno seconded the motion. The motion passed unanimously.

COMMUNICATIONS

A letter from Mark Walter, First Selectman E. Haddam, appointing Bradley Parker as a non-voting member of the Estuary Transit Board was included in the Board packet.

Virginia Zawoy reported that many letters of support of the Rte. 81 route were received

TREASURER'S REPORT – None.

COMMITTEE REPORTS

Finance Committee – None.

Marketing Committee

The Marketing Report was included in the Board packet for review.

Joe Comerford reported:

- Information on the Rte. 81 meeting was sent to all media sources
  - 9TT shared a booth at the Clinton Chamber Expo and feedback on the Rte. 81 proposal was received.
- There has been an increase in the number of website “hits”

John Forbis reported that The Day may do an article on 9TT. The Transit Advisory Committee met with and was well received by representatives from the Franklin Academy. The District’s services provide a degree of independence to many of their students.

Route 81 Committee

The Public Meeting on the Rte. 81 proposal was a great success. Over 80 individuals attended the meeting and many letters of support were received. Representative Vicino has been an asset to this committee. Virginia Zawoy suggested that a Resolution be drafted commending 9TT staff and representative Vicino for their efforts on behalf of the Rte. 81 Committee. The Committee intends to contact area representatives to obtain letters of support. As a next step, Rep. Vicino will contact DOT representatives to arrange a meeting.

Leslie Strauss commended the members for their work on the Rte. 81 Committee.

EXECUTIVE DIRECTOR'S REPORT

A copy of the Executive Director’s Report was included in the Board packet.

Joe Comerford reported:

- 9TT is the only system in the state to not accept the state’s half fare card for seniors and disabled, including Veterans. He requested that the DOT review. Senator Linares has met with the DOT on this issue and was informed that it could not be done due to federal requirements. In fact, there is no prohibition of offering a half fare. The DOT has not yet responded to additional correspondence.
  - The District will request that Congressman Courtney write a letter of support for the half fare.

FINANCE MANAGER'S REPORT

The Bank Statements, Cash Flow Forecast and Budget vs. Actual reports were included in the Board's packet.

Halyna reported that the figures are "strong" and the DOT has been making payments in a timely manner. The Finance Committee has reviewed all of the documents in detail.

#### OPERATIONS MANAGER'S REPORT

A copy of the Operations Manager's Report was included in the Board packet.

Allison reported:

- OT increased in March due to an employee out on worker's compensation.
- She is now a certified Transportation Safety Institute instructor

#### NEW BUSINESS

##### Personal Protection Equipment Policy

A copy of the Personal Protection Equipment Policy was included in the Board packet. This document is necessary to be in compliance with OSHA.

Allison reported that buses do fall below the allowable noise level. There are no financial obligations associated with this policy.

##### Appointment of Peter Mezzetti to Transit Advisory Committee

John Forbis made a motion to appoint Peter Mezzetti to the Transit Advisory Committee. Peter Bierrie seconded the motion. The motion passed unanimously.

##### Employee Benefits Insurance RFP

Joe Comerford reported that the last time the District went out to bid on Insurance was 5 years ago. An RFP was sent out recently and one response was received (E-benefits our current carrier). Ralph Eno and Joe Comerford reviewed the proposal and recommended E-benefits.

Ralph Eno made a motion to authorize Executive Director, Joseph Comerford, to negotiate a five year contract for employee benefits insurance for the Estuary Transit District from the eBenefits Group. John Forbis seconded the motion. The motion passed unanimously.

##### Liability and Property Insurance RFP

A separate RFP was sent out for liability and property insurance. Only one response was received. Joe recommends that the District re-advertise in the hopes of receiving more responses.

Virginia Zawoy made a motion to table the Liability and Property Insurance appointment. Peter Bierrie seconded the motion. The motion passed unanimously.

##### Discussion of FY2015 Budget Proposal

A copy of the proposed budget was included in the Board packet.

Joe Comerford reported that there have been no changes in the funds requested from the towns.

John Forbis commented that as the District expands, printing and advertising expenses will grow. Joe Comerford reported on the growing service in Haddam and many individuals rely on 9TT to get to Middletown.

#### CHAIR COMMENTS

Lesley Strauss reported that she and Sue Traskos attended the Durham Budget Hearing, answered questions and were very well received. Durham currently contracts with Middletown for transportation services. A sample contract was given to Durham representatives.

BOARD MEMBER COMMENTS – None.

VISITOR COMMENTS – None

#### EXECUTIVE SESSION

John Forbis made a motion to go into Executive Session at 10:46 a.m. for a discussion on a personnel matter regarding Mark Bogart and for the advertisement of the FY 2015 Budget proposal. Peter Bierrie seconded the motion. Invited into the Executive Session: Allison Meshnick, Joe Comerford, Melissa Schlag. The motion passed unanimously.

Regular Session resumed at: 11:40 a.m.

John Forbis made a motion to add an agenda item regarding Mark Bogart's request. Ralph Eno seconded the motion. The motion passed unanimously.

Ralph Eno made a motion to support management's decision to uphold the written warning issued to Mark Bogart based on the Board's review of the video. Peter Bierrie seconded the motion. The motion passed unanimously.

John Forbis made a motion to advertise the FY 2015 Budget. Peter Bierrie seconded the motion. The motion passed unanimously.

#### ADJOURNMENT

On a motion made and seconded, the meeting adjourned at 11:45 a.m.

Respectfully Submitted,

Suzanne Helchowski  
Clerk

Virginia Zawoy  
Secretary

