

ESTUARY TRANSIT DISTRICT

REGULAR MEETING

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

December 17, 2010

CALL TO ORDER

The regular meeting of the Estuary Transit District was called to order by Richard Cabral 9:06 a.m. at the Estuary Transit Offices, Centerbrook, Connecticut.

PLEDGE

Richard Cabral led the Pledge of Allegiance.

ROLL CALL

A Quorum was established. Those in attendance included: John Forbis, Virginia Zawoy, Dick Smith, Jack Spangler, Richard Cabral, Darlenee Briggs, Ralph Eno, and Leslie Strauss

Staff: Joe Comerford, Halyna Famiglietti, Paul Tyrrell, Dave Smith, Darrin Offerdahl

VISITOR'S COMMENTS

None.

SECRETARY'S REPORT

Minutes

Dick Smith made a motion to approve the meeting minutes from the October 15, 2010 meeting, with corrections. Jack Spangler seconded the motion. The motion passed unanimously.

Correction: Note that the date should read 10/15/10.

John Forbis made a motion to approve the meeting minutes from the December 3, 2010 special meeting. Ralph Eno seconded the motion. The motion passed unanimously.

COMMUNICATIONS - none

TREASURER'S REPORT - none

FINANCE COMMITTEE - none

MARKETING REPORT

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

Joe Comerford reported that recent Press Releases included information on the new bus schedules and the installation of the Clinton bus shelter. Leslie Strauss added that a Press Release was issued announcing Joe Comerford's national recognition; "Transit's Top 40 Under 40".

EXECUTIVE DIRECTOR'S REPORT

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

Joe Comerford reported that despite the short notice the scheduling changes, effective Monday, December 13, 2011 went well. An extra 10.5 hrs. per day was added to the schedule.

The District currently uses social media outlets including Facebook, Twitter, 4 square, Flickr and Wikipedia.

Leslie Strauss made a motion to accept the Executive Director's Report. John Forbis seconded the motion. The motion passed unanimously.

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 payment expected from the DOT was received. As a result, the line of credit was paid off. The cost to use the line was \$153.00.

John Forbis made a motion to accept the Finance Managers Report. Virginia Zawoy seconded the motion. The motion passed unanimously.

OPERATIONS MANAGER'S REPORT

The Operations Manager's report was included in the board's packet.

Paul Tyrrell reported that 9TT has become a leader in Transit. Several transit districts have come to 9TT seeking guidance. Also, Joe Comerford was invited to speak at the DOT quarterly meeting.

Additional follow up software training is scheduled for early in the new year. The new hybrid vehicle has been delivered. It will be painted similarly to the buses. The Capital Grant pays for the painting. Also, 6 new drivers were recently hired. The bus that was damaged in an accident is being repaired. The insurance issue as a result of the accident is being addressed.

NEW BUSINESS

Acceptance of FY 2010 Audit

Mr. Darrin Offerdahl, Henry, Raymond & Thompson, LLC was present to review the 2010 audit. A copy of the Report to the Board of Directors was distributed and reviewed. Copies of the audit were distributed to Board members via e-mail.

Mr. Offerdahl reported that the audit did not identify any deficiencies or material weaknesses. All former weaknesses were remediated. He added that it was a pleasure to work with the staff and board of 9TT.

Leslie Strauss made a motion to accept the audit report as presented. Dick Smith seconded the motion. The motion passed unanimously.

OLD BUSINESS

Preliminary Discussion of Long Term Plan

Mr. Dave Smith, Sr. Operations Manager of First Transit, was available to assist in developing a long term plan for the District. Long Term plans include the expansion of service during peak times, serving a broader range of individuals (less senior oriented) and potential new route running through Clinton and Killingworth. Such a route would connect Clinton to Middletown.

The process for adding surrounding towns (Haddam, Madison, Guilford) to the District was briefly discussed. Joe Comerford reported that he has had requests for service in these towns. Madison currently pays a fee for service; however they are not a member town.

Ralph Eno cautioned that adding additional towns would change the dynamic of the District. Further discussion and analysis is necessary before consideration.

John Forbis suggested a factual analysis showing potential workers needs.

The State Statute for adding member towns to the District was available and briefly discussed. Joe Comerford will pursue the issue with CRERPA.

NEW BUSINESS

FY2012 Town Dues

The proposed FY2012 Town Dues information was included in the Board's packet. The FY2012 request while higher than the previous year, is the same amount as FY2009-10.

John Forbis outlined several options for funding from the members towns. He reported that the length of time in receiving funds from the state has a negative impact on the cash management of the District.

John Forbis made a motion to approve the FY2012 Town Dues as presented in the amount of \$94,872.00. Leslie Strauss seconded the motion. The motion passed unanimously.

Promotional Fare for Anniversary

Joe Comerford reported that the District will celebrate its 30th Anniversary in May. He has requested that the District honor the anniversary by offering a \$.30 fare for a day in May (date to be determined).

The DOT has given permission for such a fare however the District would be responsible for the difference in revenue. Joe estimates this to be \$100.00.

John Forbis suggested soliciting local businesses for promotional funding.

Leslie Strauss made a motion to form an Ad Hoc Sub Committee to organize and execute activities in honor of the District's 30th Anniversary. John Forbis seconded the motion. The motion passed unanimously.

Committee members are Richard Cabral, Leslie Strauss and John Forbis.

Ralph Eno made a motion to set the fare at \$.30 for one day in honor of the District's 30 Anniversary. The date of this fare will be set by the Ad Hoc Sub-Committee. Leslie Strauss seconded the motion. The motion passed unanimously.

Appointment of Nominating Committee

Virginia Zawoy will Chair the Nominating Committee. Membership on the committee is John Forbis, Dick Smith and Virginia Zawoy.

2011 Meeting Schedule

Virginia Zawoy made a motion to approve the Estuary Transit District 2011 Meeting Schedule as follows: 2/18/11, 4/15/11, 6/17/11, 9/19/11, 10/21/11 and 12/16/11. Leslie Strauss seconded the motion. The motion passed unanimously.

Policies

The Vacation and Personal Day Benefits policy and the Sick Leave Benefits policy were included in the Board's packet.

John Forbis made a motion to accept the policies as presented. Virginia Zawoy seconded the motion. The motion passed unanimously.

CHAIR COMMENTS

Richard Cabral congratulated Joe Comerford on his recent engagement. Also, Richard's annual Champagne/Dessert evening will be schedule to coincide with the District's 30th Anniversary in May.

BOARD MEMBER COMMENTS

Leslie Strauss reported that new placards for bus schedules are being installed.

VISITOR COMMENTS

None.

EXECUTIVE SESSION

John Forbis made a motion to go into Executive Session at 10:59 a.m. for the purpose of legal matters and permission to advertise FY 2011 Budget Amendment. Virginia Zawoy seconded the motion. The motion passed unanimously. Joe Comerford and Halyna Famiglietti were invited into the Executive Session.

Regular session resumed at 11:08 a.m.

John Forbis made a motion granting permission to advertise the FY2011 Budget Amendment. Virginia Zawoy seconded the motion. The motion passed unanimously.

ADJOURNMENT

John Forbis made a motion to adjourn the meeting at 11.10 a.m. Ralph Eno seconded the motion. The motion passed unanimously.

The next meeting is scheduled for 2/18/11.

Respectfully Submitted,

Suzanne Helchowski

Recording Clerk

Virginia Zawoy

Secretary