

ESTUARY TRANSIT DISTRICT
REGULAR MEETING
17 INDUSTRIAL PARK ROAD
CENTERBROOK, CONNECTICUT
FRIDAY, FEBRUARY, 2015

CALL TO ORDER

The meeting was called to order by Leslie Strauss, Chairman at 9:30 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, Joan Gay, Noel Bishop, Peter Bierrie, Ralph Eno, Roland Laine, and Leslie Strauss.

Also in attendance:

Staff: Halyna Famiglietti, Ryan Visci, Joe Comerford.

Absent: Dick Smith

Guests: Representative Jesse McLaughlin

VISITOR'S COMMENTS

None.

SECRETARY'S REPORT

Approval of Minutes

John Forbis made a motion to approve the minutes from the 12/19/14 Regular Meeting. Joan Gay seconded the motion. The motion passed. Ralph Eno and Peter Bierrie abstained.

Peter Bierrie made a motion to accept the minutes from the 2/13/15 Finance Committee Meeting. Roland Laine seconded the motion. The motion passed unanimously.

John Forbis made a motion to accept the minutes from the 2/11/15 Legislative Committee Meeting. Joan Gay seconded the motion. The motion passed unanimously.

COMMUNICATIONS

A letter from CIRMA congratulating the District for receiving the CIRMA Risk Management Achievement Award was included in the Board packet.

TREASURER'S REPORT

A copy of the Budget Timeline was included in the Board packet.

COMMITTEE REPORTS

Finance Committee

John Forbis reported that the YTD expense figures are running 10% under budget and the Finance Committee discussed using funds for potential outreach incentives aimed at increasing ridership. A suggestion included printing the 9TT logo directly to the schedule holders in ensure that only 9TT schedules are placed in the holder.

Marketing Committee

The Marketing Report was included in the Board packet. Highlights include:

- Participation at the Middlesex College Transportation Fair, the Wesleyan College Transportation Fair and the CT Rides Fair.
- A Sustainability Palozza is scheduled at the Westbrook YMCA on 2/28/15 from 1:00 p.m. to 3:00 p.m.
- Leslie Straus suggested that the Marketing Committee initiate a slogan contest.

Emergency Preparedness Committee – None.

Rte 81 Committee

The RiverCOG is submitting an application for a grant to provide an operational analysis for the entire county that would provide an in-depth review of ETD operations and Middletown Transit and examine the current route structures for possible modifications and new services. The District will work to assemble letters of support for the grant package.

Legislative Committee

The Committee met and discussed strategies for reaching out to our Legislators. Their next meeting will be a joint meeting with the Rte. 81 Committee.

Representative MacLaughlin was updated on two bills affecting the District. The bills pertain to the Shoreline Shuttle (continued growth in service results in capacity issues) and the DOT's proposal to mandate that all buses are inspected by the DOT. The District currently follows the DOT's maintenance program. The Board briefly discussed ownership of the vehicles.

The Board also expressed to Representative MacLaughlin the District's goal for a permanent facility.

The Board thanked Representative MacLaughlin for his participation at the meeting.

Nominating Committee

Noel Bishop made a motion to nominate Leslie Strauss as Chairman, Ralph Eno as Vice Chair, John Forbis as Treasurer and Virginia Zawoy as Secretary of the Estuary Transit District. Peter Bierrie seconded the motion. The Secretary casted one vote and the Slate was accepted as presented.

EXECUTIVE DIRECTOR'S REPORT

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

Joe Comerford reported that the State encouraged the District to allow SEAT use of a 9TT bus.

Additional highlights from the Executive Director's Report include:

- 9TT hosted the February meeting of the Middlesex County Chamber of Commerce.
- A Mobility Manager has been hired for the region. The manager will be reaching out to agencies to discuss the program.

- We have funding for vehicles in this fiscal year. A contract is currently being negotiated.
- The finals advertisements have been removed from the buses.

FINANCE MANAGER'S REPORT

The Bank Statements, Cash Flow Forecast, and Budget vs. Actual reports were included in Board packet. All reports have been reviewed by the Finance Committee.

The recent reduced fuel costs had a positive impact on the budget; however repairs to vehicles were necessary.

John Forbis made a motion to accept the Finance Manager's Report as presented. Peter Bierrie seconded the motion. The motion passed unanimously.

OPERATIONS MANAGER'S REPORT

The Operations Manager's Report was included in the Board packet. Additional Operating statistics were distributed to Board members.

Ryan Visci reported on an increase in ridership on Dial a Ride and off-route trips. There was also growth in the services provided to Haddam. Haddam's fee was increased due to the additional services.

The Customer Service report includes all complaints/feedback both positive and negative.

The increase in Dial a Ride Services are mainly due to medical appointments.

Over-time costs are still high due to the difficulty in hiring qualified drivers (CDLs). Ralph Eno suggested that perhaps the District can partner with First Student to train drivers.

John Forbis made a motion to accept the Operations Manager's Report as presented. Roland seconded the motion. The motion passed unanimously.

OLD BUSINESS – None.

NEW BUSINESS

COG Update – The District is working with the COG on a Municipal Grant Program. Joe Comerford is also participating in the COG's EDC plan.

Authorizing Resolutions

John Forbis made a motion to add to the agenda a discussion and action on an Authorizing Resolution for the Greater Hartford Transit District. Peter Bierrie seconded the motion. The motion passed unanimously.

Virginia Zawoy made a motion to authorize Executive Director Joseph Comerford, on behalf of the Estuary Transit District, to negotiate and execute all necessary contract documents required to purchase up to five buses for the Estuary Transit District from the Greater Hartford Transit District joint bus procurement in an amount not to exceed \$340,000. John Forbis seconded the motion. The motion passed unanimously.

John Forbis made a motion that Chairman Leslie B. Strauss, and/or in her absence of inability to act, the Vice Chairman, Ralph Eno, having been since February 20, 2015, 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 DOT for the purpose of subsidizing transit services. Peter Bierrie seconded the motion. The motion passed unanimously.

Ralph Eno made a motion that Chairman Leslie B. Strauss, and/or in her absence of inability to act, the Vice Chairman, Ralph Eno, having been since February 20, 2015, are, hereby, authorized on behalf of the Estuary Transit District, to negotiate and execute all necessary contract documents required to obtain funds from the Senior Resources Agency on Aging. Peter Bierrie seconded the motion. The motion passed unanimously.

CHAIR COMMENTS - None

BOARD MEMBER COMMENTS – None

VISITOR COMMENTS – Representative MacLaughlin updated the Board on items including the Governor’s transportation initiatives. He added that he and Senator Linares will take time to ride the entire 9TT route.

NEXT MEETING – April 17, 2015 – 9:30 a.m.

ADJOURNMENT

Roland Laine made a motion to adjourn the meeting at 11:12 a.m. John Forbis seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Suzanne Helchowski
Clerk

Virginia Zawoy
Secretary

