

ESTUARY TRANSIT DISTRICT  
REGULAR MEETING  
17 INDUSTRIAL PARK ROAD  
CENTERBROOK, CONNECTICUT  
FRIDAY, DECEMBER 19, 2014

CALL TO ORDER

The meeting was called to order by Leslie Strauss, Chairman at 10:07 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, Dick Smith, and Leslie Strauss.

Also in attendance:

Staff: Halyna Famiglietti, Ryan Visci, Joe Comerford

Guests: Paul Formica, Dale Carbone, Jean Davies, Rep. Phil Miller, Rep. Devin Carney, Laura Francis (conference phone), and Melissa Schlag.

Absent: Peter Bierrie, Ralph Eno, Roland Laine

VISITOR'S COMMENTS

None.

PRELIMINARY AUDIT REVIEW

John Forbis made a motion to move agenda item "Preliminary Audit Review". Joan Gay seconded the motion. The motion passed unanimously.

Ms. Dale Carbone, Auditor, distributed a preliminary report on the financial statements for the Estuary Transit District. All appropriate audit reports have been prepared and the auditor has issued a "clean and unmodified" opinion. This document has been reviewed by the Finance Committee and the Management Letter will be issued. The report will be submitted to the State and Federal Government, as required, prior to 12/31/14.

Dick Smith made a motion to accept the Preliminary Report as presented. John Forbis seconded the motion. The motion passed unanimously.

SECRETARY'S REPORT

Approval of Minutes

John Forbis made a motion to approve the minutes from the 10/17/14 Regular Meeting. Joan Gay Bierrie seconded the motion. The motion passed unanimously.

John Forbis made a motion to accept the minutes from the 12/9/14 Finance Committee Meeting. Joan Gay seconded the motion. The motion passed unanimously.

John Forbis made a motion to accept the minutes from the 11/12/14 Transit Advisory Meeting. Joan Gay seconded the motion. The motion passed unanimously.

#### COMMUNICATIONS

A letter from the Town of Durham requesting an extension to their contract with 9TT was included in the Board packet.

#### TREASURER'S REPORT

None.

#### COMMITTEE REPORTS

##### Finance Committee

John Forbis reported that at the next Board meeting, the Finance Committee will present cost allocation data regarding expanded services to surrounding towns.

##### Marketing Committee

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

- Vista Community Support Award & Walkathon
- Participation at the Durham food drive
- Participation at the Torchlight Parade in Old Saybrook
- The District will host the February Middlesex County Chamber of Commerce Meeting

##### Emergency Preparedness Committee

The Severe Weather Plan was included in the Board packet. This document will be sent to Emergency Directors throughout the District.

##### Rte 81 Committee

Joan Gay reported that Killingworth is anxious to get service on Rte. 81. Local representatives on the Transit Committee will be contacted for support.

#### EXECUTIVE DIRECTOR'S REPORT

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

Jean Davies, RiverCOG, was present to update the Board on the Transit Plan that is currently being revised. The Regional Plan of Conservation and Development will take transit concerns into consideration when work begins on the Plan in March.

It was suggested that the RiverCOG be a regular agenda item at 9TT meetings.

Joe Comerford reported that the Rte. 1 Corridor Study is nearly complete. The Committee is working with the District to make Rte. 1 routes more efficient.

##### RPIP Grant (Regional Performance Incentive Project

Jean Davies reported that the RiverCOG Board recently voted to pursue the RPIP Grant with a project to combine tourism efforts throughout the COG.

#### 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.

John Forbis made a motion to accept the Finance Manager'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. Additional Operating statistics were distributed to Board members.

Ryan Visci reported on increased ridership including miles and hours of operation due to routes in Haddam and E. Haddam. Overtime costs are high due to the increased ridership.

The Board discussed the possibility of additional full-time drivers and survey comments. Ryan Visci reviewed the complaint protocol, follow-up and communication back to complainant.

OLD BUSINESS – None.

#### NEW BUSINESS

##### Westbrook Resident and 9TT

Noel Bishop reported that a Veteran in Westbrook has expressed her appreciation for the services of 9TT.

##### Durham MOU Extension

A letter from the Town of Durham requesting an extension to their contract with 9TT was included in the Board packet.

Dick Smith made a motion to extend the MOU with the Town of Durham for an additional six months (1/1/15 through 6/30/15) for Dial-A-Ride service in accordance with the terms and conditions outlined in the contract. Leslie Strauss seconded the motion. The motion passed unanimously.

##### Salary Increases

Noel Bishop made a motion to approve the Finance Committee's recommendation for a 2.5% increase and ½% merit increase for drivers retroactive to 7/1/14. John Forbis seconded the motion. The motion passed unanimously.

##### Service Plan

A copy of the updated Service Plan was included in the Board packet. The plan includes improved connections at the Old Saybrook train station.

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

##### 2015 Meeting Schedule

Joan Gay made a motion to approve the 2015 Estuary Transit District Meeting Schedule as presented. John Forbis seconded the motion. The motion passed unanimously.

Meeting Dates: 2/20/15, 4/17/15, 6/19/15, 8/21/15, 10/16/15 and 12/18/15.

2015 Town Dues

John Forbis reported that the Finance Committee is recommending a 7.5% increase in Town Dues. Additional funds will be used for existing services and for matching funds that may be required for the Rte 81 route and other initiatives.

John Forbis made a motion to request a 7.5% increase in Town Dues. Noel Bishop seconded the motion. The motion passed with Joan Gay voting “no”.

Appointment of Legislative Committee

Joan Gay and Virginia Zawoy will be representatives on the Legislative Committee.

Noel Bishop welcomed Devin Carney, Representative, to the meeting. Devin Carney is on the State’s Transportation Committee.

CHAIR COMMENTS - None

BOARD MEMBER COMMENTS – None

VISITOR COMMENTS

Paul Formica, Senator Elect, thanked the Board for inviting him to the meeting and expressed an interest in working with the Legislative Committee.

NEXT MEETING – February 20, 2015 – 9:30 a.m.

ADJOURNMENT

Dick Smith made a motion to adjourn the meeting at 11:50 a.m. John Forbis seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Suzanne Helchowski  
Clerk