

ESTUARY TRANSIT DISTRICT
REGULAR MEETING

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

December 18, 2009

CALL TO ORDER

The regular meeting of the Estuary Transit District was called to order by Chair Richard Cabral at 9:09 a.m. at the Old Saybrook Town Hall in Old Saybrook, Connecticut.

ROLL CALL

A Quorum was established. Those in attendance included: Virginia Zawoy, Dick Smith, Jack Spangler, Noel Bishop, John Forbis, Richard Cabral, Mike Pace and Leslie Strauss.

Absent: Ralph Eno, Paul Tyrrell

Staff: Joe Comerford, Halyna Famiglietti

PLEDGE

Richard Cabral led the Pledge of Allegiance.

VISITOR'S COMMENTS

None.

SECRETARY'S REPORT

Minutes

Mike Pace made a motion to approve the minutes from the November 20, 2009 meeting. John Forbis seconded the motion. The motion passed unanimously.

Virginia Zawoy made a motion to approve the minutes from the Special Meeting of November 18, 2009. John Forbis seconded the motion. The motion passed unanimously.

Dick Smith made a motion to approve the minutes from the Special Meeting of December 7, 2009. Mike Pace seconded the motion. The motion passed unanimously.

CORRESPONDANCE

None.

EXECUTIVE DIRECTOR'S REPORT

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

Joe Comerford reported that Dick Smith has been working with the state for approval on the bus shelters. The state is requiring an Encroachment Permit for installation. When approval is received Deep River will install the first shelter. The shelters will be delivered to a single location and the local Public Works Dept. staff will install the shelters in their respective towns.

Joe reported that the District will receive additional Stimulus Funds including \$20,000 for furniture, \$12,500 for computer equipment, \$10,000 for new built in phones on the buses, and \$15,000 for bus shelters.

Noel Bishop made a motion to accept the Executive Director's Report. Virginia Zawoy seconded the motion. The motion passed unanimously.

Mid Shore Express Survey and Senior Survey

The results from the Mid Shore Express Survey and the Senior Survey were included in the Board's packet. Joe reported that the Area Agency on Aging and CTDOT required surveys to be conducted on the Dial A Ride and Mid Shore Express routes.

The survey results indicated that the Mid Shore Express met rider's needs however, only 7 responses were received out of the 40 distributed.

Joe added that the State is not currently looking to expand the Middletown run.

MARKETING REPORT

The Press Release pertaining to the Mid Shore Express to Middlesex Community College was included in the Board's packet.

Joe Comerford reported that schedules have been sent to the printer. He anticipates receipt of same in approximately 2 weeks. The need for a distribution plan was discussed. Board members suggested town halls, real estate offices and Chambers of Commerce.

FINANCE MANAGER'S REPORT

The Treasurer's Report, Bank Statements and Cash Flow Report were included in the Board's packet.

Dick Smith made a motion to accept the Treasurer's Report. Noel Bishop seconded the motion. The motion passed unanimously.

Noel Bishop made a motion to accept the Cash Flow Report. Virginia Zawoy seconded the motion. The motion passed unanimously.

Jack Spangler made a motion to accept the Bank state. Leslie Strauss seconded the motion. The motion passed unanimously.

Dick Smith made a motion to accept the Budget vs. Actual Report. John Forbis seconded the motion. The motion passed unanimously.

OPERATIONS MANAGER'S REPORT

The Operations Manager's Report will be forwarded to members when completed.

Paul Tyrrell was unable to attend the meeting due to absent drivers.

Dick Smith expressed concern that Paul is needed to drive the buses. He suggested that the District adjust the driver's salary in order to obtain and retain drivers. Joe Comerford commented on the difficulty of finding drivers.

OLD BUSINESS

The Holiday Party for employees is scheduled for January 9, 2010 at the Carriage House in Deep River.

NEW BUSINESS

Estimating Town Contribution for FY2010-11

The Town Contribution Estimate was included in the Board's packet. The report shows several options for town contributions including remaining the same, a 10% increase in contribution and a 10% decrease in contribution. A calculation of the unrestricted net asset amount was included for each scenario.

John Forbis reported that the Finance Committee recommends that the Board approve the 10% less option. This option will enable the District to remain within their targeted unrestricted reserve.

Mike Pace commented that the organization is stronger and we are providing better service to the towns for less money.

Dick Smith suggested that the contribution remain the same as last year's amount in an effort to build up the reserve funds. He referenced the past year's financial difficulties of the District and added that the State's financial difficulties may eventually affect the District's funding.

Mike Pace cautioned that the District does not want to appear "cash rich" with the state.

John Forbis made a motion to accept the Finance Committee's recommendation of a 10% decrease in town contributions for FY2010/11. Mike Pace seconded the motion. The motion passed unanimously.

Cost Allocation Plan

The Cost Allocation Plan was included in the Board's packet.

Joe Comerford reported that this Cost Allocation Plan is required by the state each year. No changes have been made to the plan. He added that it has been an Auditor's finding in the past.

John Forbis commented that the District is following the state's guidelines regarding overhead (70/20 split).

Mike Pace made a motion to approve the Cost Allocation Plan 2011 as presented. Dick Smith seconded the motion. The motion passed unanimously.

Holiday Policy Revision

Mike Pace made a motion to accept the revision in the Holiday Policy as presented. Leslie Strauss seconded the motion. The motion passed unanimously.

Nominating Committee Report

John Forbis reported that the Nominating Committee recommended:

Chair – Richard Cabral
Vice Chair – Leslie Strauss
Secretary – Virginia Zawoy
Treasurer – John Forbis

Virginia Zawoy made a motion to accept the recommendation of the Nominating Committee. John Forbis seconded the motion. The motion passed unanimously.

Mike Pace left the meeting at 10:07 a.m.

Memorandum of Understanding between ETD and CRERPA

A copy of the Memorandum of Understanding between ETD and CRERPA was included in the Board's packet.

John Forbis made a motion to approve the Memorandum of Understanding between ETD and CRERPA. Jack Spangler seconded the motion. The motion passed unanimously.

CHAIR COMMENTS

Richard Cabral commented that it is a pleasure to work with this Board and he hopes all members will stay on.

VISITOR COMMENTS

None.

BOARD MEMBER COMMENTS

Leslie Strauss reported that a revised schedule of regular meetings should be provided in the board's packet for the next meeting. Joe Comerford reported that the schedule has been sent to the Secretary of State.

John Forbis reported that Stan Greimann, a major contributor to the ETD recently passed away. Virginia Zawoy continued that Stan was a nice man, very giving of his time and a friend to all of the towns in the region.

The Board discussed various possibilities to honor Stan. Leslie Strauss and Virginia Zawoy will discuss further and report at the next meeting.

EXECUTIVE SESSION

Noel Bishop made a motion to go into Executive Session at 10:25 a.m. to discuss contract negotiations for scheduling software and the approval of the FY2010 amended budget. Virginia Zawoy seconded the motion. The motion passed unanimously.

Joe Comerford was invited to join the Executive Session.

Regular session resumed at 10:57 a.m.

Scheduling software will be investigated further and Joe Comerford will report back to the Board.

John Forbis made a motion to add to the agenda the Approval of the FY 2010 amended budget. Dick Smith seconded the motion. The motion passed unanimously.

John Forbis made a motion to approve the FY2010 Budget as amended. Mike Pace seconded the motion. Discussion followed:

Fare Revenue:	\$11,600	\$3,600 in Mid Shore, AAA grant difference
AAA	(\$15,000)	Reduction in AAA Grant
Mid Shore	\$57,200	New Service
MGP	\$34,200	Full grant amount for FY2010
Total Increase	\$88,000	
Salary & Bene.	(\$23,000)	Increases due to Mid Shore Service in Salary and Benefits, reduction in Niantic supervisor position from full time to part time, decreases \$29,000 in Health Insurance Premium (premium from single employee decrease from \$10,920 to \$6,570 annually)
Fuel:	\$54,900	Mid Shore Service -\$22,600 MGP - \$6,000, actual gas mileage
Contingency	\$67,700	MGP rollover
Other	\$3,500	
Total Increase	\$103,100	

Mike Pace commented that based on the amended budget, the Board supported a 10% decrease in town contributions.

The motion passed unanimously.

Next meeting – January 15, 2010 – ETD Offices, Centerbrook, CT

ADJOURNMENT

Dick Smith made a motion to adjourn the meeting at 11:05 a.m. Jack Spangler seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Suzanne Helchowski
Recording Clerk

Leslie Strauss
Secretary