

ESTUARY TRANSIT DISTRICT
REGULAR MEETING

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

October 16, 2009

CALL TO ORDER

The regular meeting of the Estuary Transit District was called to order by Chair Richard Cabral at 9:05 a.m. at the Old Saybrook Town Hall in Old Saybrook, Connecticut.

ROLL CALL

A Quorum was established. Those in attendance included: Virginia Zawoy, Jack Spangler, John Forbis, Richard Cabral, Mike Pace (arrived at 9:___ a.m.) and Leslie Strauss.

Absent: Noel Bishop, Ralph Eno, Dick Smith

Staff: Halyna Famiglietti, Paul Tyrrell

PLEDGE

Richard Cabral led the Pledge of Allegiance.

VISITOR'S COMMENTS

None.

SECRETARY'S REPORT

Leslie Strauss distributed an article from the Hartford Courant highlighting the District's service.

Minutes

Jack Spangler made a motion to approve the minutes from the September 25, 2009 Special Meeting, with corrections. Virginia Zawoy seconded the motion. The motion passed unanimously.

Corrections: Page 1 - note the addition of the word "to" in the "in the amount not to exceed \$150,000 (\$75,000 per bus).

Page 3 - under Finance Manager's Report - change "changes" to "charges".

TREASURER'S REPORT

John Forbis distributed and outlined a detailed Budget Time Line. He encouraged input from Board members as the budget progresses.

John Forbis that a budget addendum is needed as our original budget (2010) did not include the Mid Shore Express to Middletown. This addendum will also include costs associated with the office move.

Mr. Forbis continued that the Finance Committee plans to meet with the auditor. His hope is to approve the audit in December.

Regarding town contributions to the District, Mike Pace commented that the towns will be looking for additional revenue sources as the economy is weak and state revenues are down. Mr. Pace continued that economists predict more job losses in Connecticut and recovery will take time.

Richard Cabral reported that any request for a larger contribution from the town of Killingworth may force Killingworth out of the District.

Board members also discussed the increase in demand from the local Soup Kitchen as a result of the economy.

CORRESPONDANCE

None.

EXECUTIVE DIRECTOR'S REPORT

The Executive Director's report was included in the Board's packet. Richard Cabral stated that any questions should be directed to Joe Comerford.

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

MARKETING REPORT

The Marketing Report was included in the Board's packet. Please note, under LymeLine and Saybrook Now ad, the fourth sentence should read: The past three months generated a large number of clicks, which coincides with the change to our Stop & Shop ad.

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

FINANCE MANAGER'S REPORT

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

Halyna explained how the Fare/Revenue figures in the Cash Flow Report are determined.

John Forbis suggested that the Board discuss the \$47,656 due from the State for years 2002, 2006, 2007 and 2008. He continued that the 2006 figures have been moved from the DOT to the payment authority.

Halyna responded that she expects the 2002 money (approx. \$20,000) in 3 weeks.

Mike Pace commented that the state has a cash flow problem. They are behind in paying their own vendors and Mike was unsure if anything can be done to expedite payment from the State.

Halyna added that the State has been paying in a timely manner so far this year. She does intend to follow up with the State on the remaining money due.

Due to the recent office move, the Budget vs. Actual report is unavailable at this time. Halyna will e-mail same when she closes out the month.

Leslie Strauss made a motion to accept the Cash Flow Report and the Bank Statement Reports. Mike Pace seconded the motion. The motion passed unanimously.

OPERATIONS MANAGER'S REPORT

Due to the office move, the Operations Manager's Report was unavailable. Paul Tyrrell will e-mail same when complete.

Paul reported that since the Operations Policy was approved, he is now able to enforce same. He continued that a representative from First Transit is scheduled to ride the routes on Monday and follow up with a report.

Paul reported that he will be setting up a training room in new office. Also, the drivers are required to provide updated license and physical information and he has sent several drivers for physicals.

Paul reported that he recently terminated a full time driver due to his refusal to pick up a customer (this is a second incident and was discussed at a past Board meeting).

Mike Pace suggested hiring 2 part time drivers to fill the position. Doing so would save the District money in employee benefits. Richard Cabral with discuss same with Joe Comerford.

Paul reported on an updated process used for scheduling drivers.

The LED lights on the buses were discussed. Paul reported that these lights are an on-going issue and that the sign/lights work differently on each of the buses.

Paul reported that ticket sales at Stop & Shop continue to increase.

Paul reported on the possibility of shredding old documents. Mike Pace advised against shredding any documents and Richard Cabral added that none of the past legal documents should be destroyed.

Paul reported that the buses will begin fueling at the Citgo on Rte. 153. Fuel Man information will be sent to the station to allow for bus fueling.

OLD BUSINESS

None.

NEW BUSINESS

Permission to Allocate up to \$8,000 from ETD's unrestricted assets for the Purchase of Office

Virginia Zawoy resolved, that the Executive Director, Joseph Comerford, hereby is authorized on behalf of the Estuary Transit District to negotiate and execute all necessary contract documents required to purchase office panels and furniture for the Estuary Transit District from the State of Connecticut contract with BKM Total Office, Inc. in an amount not to exceed \$22,000. The purchase will include at least \$14,000 in funding from the Connecticut DOT and up to \$8,000 in funding from the Estuary Transit District unrestricted net assets. John Forbis seconded the motion and discussion followed:

Richard Cabral expressed concern that when the request for unrestricted funds was originally made, the amount to be used was \$5,000. The current requests shows the amount of \$8,000. John Forbis responded that the new figures includes the purchase of doors.

Mike Pace suggested purchasing used partitions as well as staging the project. Leslie Strauss responded that BKM was informed that used partitions were acceptable.

John Forbis reported that Joe Comerford requested the entire amount of \$22,000 from the State; however, the State only committed to \$14,000. John continued that there is the possibility that the State will provide more funding for the project.

Mike Pace felt that verifying the prices with other vendors would be prudent. He felt the price was a bit high and that there was the possibility that another vendor could do better.

John Forbis summarized that options for the partitions and doors include: eliminating the doors, another vendor and BKM lowering their price.

Mike Pace amended the motion to resolved, that the Executive Director, Joseph Comerford, hereby is authorized on behalf of the Estuary Transit District to negotiate and execute all necessary contract documents required to purchase office panels and furniture for the Estuary Transit District in an amount not to exceed \$22,000. The purchase will include at least \$14,000 in funding from the Connecticut DOT and up to \$5,000 in funding from the Estuary Transit District unrestricted net assets with approval to exceed by \$3,000 upon the advice of the Finance Chair. John Forbis seconded the motion. The amended motion passed unanimously.

Bus Operator Job Description

The Bus Operator Job Description was included in the Board's packet. Please note that on page 2, under the second "bullet" the word "Attends" should be replaced with "Completes".

Mike Pace made a motion to approve the Bus Operator Job Description as presented. John Forbis seconded the motion. The motion passed unanimously.

Travel Policy

A copy of the Travel Policy was included in the Board's packet.

Virginia Zawoy made a motion to approve the policy as substantially presented. Jack Spangler seconded the motion. Discussion followed:

Halyna reported this policy is necessary since neither the State nor the ETD has a travel policy, and without one, the DOT will not reimburse.

The following Resolution was put on the table by Richard Cabral and seconded by Mike Pace:

Prior authorization by the Executive Director is required for all travel by employees for which expenses will be reimbursed under this policy. Prior authorization by the Chairman of the ETD is required for all travel by the Executive Director for which expenses will be reimbursed under this policy. A Travel Authorization Form must be submitted by employee to the Executive Director and, in the case of the Executive Director, the Chairman of the ETD for approval, including all of the following:

- 1. Name(s) of employee(s) and points of origin and destination;**
- 2. Date(s) or travel;**

3. **Business purpose of travel and justification;**
4. **Itemized estimated expenses for conference registration, transportation, lodging, meals and other expenses.**

The resolution was approved unanimously.

CHAIR COMMENTS

Richard Cabral encouraged members to visit the new offices.

VISITOR COMMENTS

None.

BOARD MEMBER COMMENTS

John Forbis expressed the importance of being sensitive of the economic atmosphere of our towns, the state and the country. Many examples were discussed at this meeting regarding the "tightening of our belts".

EXECUTIVE SESSION

None.

ADJOURNMENT

Mike Pace made a motion to adjourn the meeting at 10:34 a.m. John Forbis seconded the motion. The motion passed unanimously.

The next meeting is scheduled for November 20, 2009 at the new offices, 17 Industrial Park Drive, Centerbrook 06409.

Respectfully Submitted,

Suzanne Helchowski
Recording Clerk

Leslie Strauss
Secretary