

ESTUARY TRANSIT DISTRICT  
REGULAR MEETING  
17 INDUSTRIAL PARK ROAD  
CENTERBROOK, CONNECTICUT  
FRIDAY, JUNE 20, 2014

CALL TO ORDER

The meeting was called to order by Leslie Strauss, Chairman at 9:40 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, Peter Bierrie, Leslie Strauss, Roland Laine, and Noel Bishop. Brad Parker, East Haddam and Laura Francis, Durham were also present.

Absent: Dick Smith, Ralph Eno, Joan Gay

Staff: Joe Comerford, Halyna Famiglietti and Allison Meshnick

SECRETARY'S REPORT

Minutes

Roland Laine made a motion to approve the minutes from the 4/17/14 Regular meeting with correction. John Forbis seconded the motion. The motion passed unanimously.

Correction: spelling – page 4 - “Leslie” not “Lesley” as reported

John Forbis made a motion to accept the minutes from the 4/15/14 Transit Advisory Committee meeting. Peter Bierrie seconded the motion. The motion passed unanimously.

Roland Laine made a motion to accept the minutes from the 4/16/14 Rte. 81 Committee meeting. Peter Bierrie seconded the motion. The motion passed unanimously.

John Forbis made a motion to accept the minutes from the 6/9/14 Finance Committee meeting. Peter Bierrie seconded the motion. The motion passed unanimously.

COMMUNICATIONS

A letter from Cathy Iino, First Selectman Killingworth, dated 4/17/14 was included in the Board packet. The letter indicates that Killingworth's contribution will not include the full amount requested.

Joe Comerford reported that unless a Town is leaving the District, they are not statutorily obligated to pay the amount requested. Lack of full funding from Killingworth will not have a dramatic effect on operations and Killingworth did not send the amount requested during the last budget cycle.

Joe Comerford will generate a letter to Killingworth stating that if/when a fixed route through Killingworth is established; the District may request additional funding.

## RiverCOG

Leslie Strauss reported that Linda Krause, Executive Director of RiverCOG, passed away on Thursday evening.

Roland Laine made a motion to add to the agenda a discussion on a tribute to Linda Krause. John Forbis seconded the motion. The motion passed unanimously.

The Board determined that a plaque in Linda's honor will be placed at the bus shelter near the RiverCOG offices. RiverCOG will be notified when a formal dedication of the plaque is scheduled.

Roland Laine made a motion to have a plaque created in Linda Krause's memory to be placed in the Centerbrook bus shelter. John Forbis seconded the motion. The motion passed unanimously.

Noel Bishop will relay this information to the COG at the next RiverCOG meeting (June 25).

## TREASURER'S REPORT – None

## COMMITTEE REPORTS

### Finance

John Forbis reported that the Committee met and discussed the budget. Beginning next month, quarterly reports from East Haddam, Haddam and Durham will be generated for internal use. This will allow the Committee to discuss the impact of the new services on the overall budget.

### Marketing

Status of Advertising on Buses – Joe Comerford reported that the contract for some of the bus advertising has expired. The ad company has not been responsive to Joe's request to have these ads removed from the buses and to complete any repair work necessary as a result of the ads. Joe will pursue further with the ad company and may direct the District's attorney to generate a letter requesting that the ads be removed.

The recent 9TT article in the Shoreline Times generated several phone calls.

Joe Comerford reported that SARAH has expressed an interest in the District's services. SARAH is a life skills training center similar to Vista.

Joe Comerford reported that upon invitation from the Towns, the District may be featured in the Events Magazines. Representatives will discuss various publications (Town websites, Events Magazines, Shoreline Times Almanac, Clinton Directory) with their respective towns.

### Emergency Preparedness

Noel Bishop reported that any requests for services from 9TT in the event of an emergency are to be made through the Selectmen's offices.

Joe Comerford reported that since the District does not have enough resources to assist all of the towns in the event of an emergency it is important that 9TT is aware that they have been included in a Town's emergency plan. He does have a relationship with several Emergency Management Directors throughout the District. An MOA/MOU will be developed for towns relying on 9TT's services in the event of an emergency.

Transit Advisory – no report.

#### Route 81

Joe Comerford reported that he has discussed the Rte. 81 route with Mike Sanders, DOT and the Commissioner's office. The lack of funding and protocol for review of plans was discussed. Additional information may not be available prior to the November elections.

At the Commissioner's request, Joe will send proposals directly to the Commissioner. Noel Bishop suggested that letters be sent to Lt. Governor Wyman and Senator Linares.

Peter Bierrie made a motion to add to the agenda a discussion on Middlesex County Chamber of Commerce's participation on the Rte. 81 Committee. John Forbis seconded the motion. The motion passed unanimously.

Noel Bishop made a motion to invite Darlene Briggs, Middlesex County Chamber of Commerce, to join the Rte. 81 Committee. Peter Bierrie seconded the motion. The motion passed unanimously.

#### EXECUTIVE DIRECTOR'S REPORT

A copy of the Executive Director's Report was included in the Board packet.

Joe Comerford distributed a copy of the Mobility Manager brochure.

#### FINANCE MANAGER'S REPORT

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

Halyna distributed 3 Statement of Cash Flow scenarios that provide options for borrowing money if the State does not make payments in a timely manner.

A policy to e-mail board members to authorize borrowing is in place and Halyna will work with the Finance Committee if/when necessary.

#### OPERATIONS MANAGER'S REPORT

A copy of the Operations Manager's Report was included in the Board packet.

The Board discussed staffing/drivers in the District. The lack of benefits to part-time employees is a hindrance to retaining drivers. The District will hire one additional full-time employee now and one in the fall. The Board discussed the possibility of using reserve dollars to fund more full-time drivers. This option will be discussed by the Finance Committee.

Allison reported that many drivers are willing to work more hours however; safety becomes a concern if an individual works/drives too many hours.

#### OLD BUSINESS

##### Fare Increase

The District held a Public Hearing on the proposed fare increase. Joe Comerford suggested that this item be tabled at this time and rescheduled to coincide with the re-printing of schedules.

Middlesex College requested that a semester long pass be developed to be sold at the College. It was also suggested that a student participate on the 9TT Board.

#### Liability & Property Insurance

The following was read into the minutes:

#### CERTIFICATION

I, Virginia Zawoy, Secretary of the Estuary Transit District, do hereby certify that the following is a true and correct copy of a resolution adopted at its meeting on June 20<sup>th</sup>, 2014, in which a quorum was present and acting throughout and that the resolution has not been modified, rescinded or revoked and is at present in full force and effect.

BE IT RESOLVED, that the Executive Director, Joseph Comerford, hereby is, authorized to purchase liability and property insurance for the Estuary Transit District from the USI Insurance Services, LLC.

IN WITNESS WHEREOF the undersigned has affixed her signature, the 20<sup>th</sup> day of June in the year 2014.

Peter Bierrie made a motion to approve the resolution as presented. Noel Bishop seconded the motion. The motion passed unanimously.

#### NEW BUSINESS

##### MOU with Town of Durham

A copy of the draft MOU was included in the Board packet. This is the same document used for the Town of E. Haddam and was reviewed by the District's attorney at that time.

Noel Bishop made a motion to approve the document as presented. Roland Laine seconded the motion. The motion passed unanimously.

A non-voting representative from Durham will be invited to participate in Board meetings.

##### Maintenance Contract

Peter Bierrie made a motion to approve the contract with Mals as presented. John Forbis seconded the motion. The motion passed unanimously.

##### Removal of Surplus Items from Capital Inventory

Joe Comerford reported that he has reviewed the District's inventory.

##### Approval of Section 125 Cafeteria Plan Adoption Agreement

John Forbis made a motion to approve Section 125 Cafeteria Plan Adoption Agreement as presented. Peter Bierrie seconded the motion. The motion passed unanimously.

##### Employee Recognition

A copy of the revised Employee Incentive Program including a Referral Incentive and Additional Incentives (gift cards) was included in the Board packet.

John Forbis made a motion to approve the program as presented. Noel Bishop seconded the motion. The motion passed unanimously.

Lease Discussion

Joe Comerford reported that the Ivoryton Car Club facility may be an option for 9TT office space. He will request a written proposal from the owner and a possible tour of the facility.

Accident Policy

Joe Comerford will provide a written procedure for the review protocol to be discussed at the next Board meeting.

CHAIR COMMENTS – None

BOARD MEMBER COMMENTS – Brad Parker, East Haddam, has received positive comments about the District's service in E. Haddam. Joe Comerford reported that most of the Haddam riders are not senior citizens.

VISITOR COMMENTS – None

EXECUTIVE SESSION

Leslie Strauss made a motion to go into Executive Session at 11:28 a.m. for discussion of the budget. Invited into the Executive Session: Joe Comerford, Halyna Famiglietti and Allison Meshnick, Laura Francis, Brad Parker, Suzanne Helchowski. Peter Bierrie seconded the motion. The motion passed unanimously.

No action taken.

Regular Session resumed at 11:29 a.m.

John Forbis made a motion to approve the budget as advertized. Peter Bierrie seconded the motion. The motion passed unanimously.

Next Meeting – 8/15/14 – 9:30 a.m.

ADJOURNMENT

John Forbis made a motion to adjourn the meeting at 11:31 a.m. Noel Bishop seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Suzanne Helchowski  
Recording Clerk

Viginia Zawoy  
Secretary