

**ESTUARY TRANSIT DISTRICT
FINANCE COMMITTEE MEETING**

**THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT ESTUARY TRANSIT DISTRICT
MEETING
October 8, 2014**

CALL TO ORDER

The meeting of the Estuary Transit District Finance Committee was called to order by Chairman John Forbis at 9:35 a.m. at the Estuary Transit Offices, Centerbrook, Connecticut.

ROLL CALL

Those in attendance included: John Forbis, Peter Bierrie and Roland Laine

Staff: Joseph Comerford, Halyna Famiglietti and Chris Denison

Absent: Joan Gay

PLEDGE

John Forbis led the Pledge of Allegiance.

Approval of Finance Committee Minutes of August 11, 2014

Roland Laine made a motion to approve the minutes from the August 11, 2014 Finance Committee Meeting. Peter Bierrie seconded the motion. The motion passed unanimously.

REVIEW OF BUDGET, BANK STATEMENTS AND CASH FLOW FORECAST

The Bank Statements, Cash Flow Forecast, and Budget vs. Actual reports were included in the Committee packet.

Halyna Famiglietti reported the financials look good; all member towns have paid their dues and the State has also been paying. Although still early in the fiscal year, cash flow looks strong. All routes are operating at or below budget.

Halyna noted that the State has requested that the Riverside Shuttle route be separated from Transit –on-call. John Forbis suggested adding a “TOTAL REVENUES” line to the cash flow charts.

Joe reported that the State has approved the District’s fare increase; he anticipates seeing a surge in the number of ticket books sold once the increase is announced. He noted that the Towns have been purchasing books at the discounted rate.

Joe also noted that only two advertising contracts remain. The three remaining ads all expire within the next few months.

Joe reported on the transportation forum he attended at which each of the gubernatorial candidates spoke.

UPDATE ON HADDAM, EAST HADDAM AND DURHAM

A spreadsheet comparing the towns in terms of total trips, revenue hours and revenue miles was included in the Committee's packet. Joe noted that the towns are happy with the services they are receiving.

Joe reported that there has been no movement on the Shoreline Shuttle plan. Art Linares has written a letter of support to the State. Tom Vicino has indicated that if re-elected, he intends to sponsor a bill in support of the Rt. 81 project.

DISCUSSION OF TIMING AND APPROVAL OF AUDIT

Halyna reported that the auditors have completed the field audit; the audit appears to be on schedule.

DISCUSSION OF ITEMS FOR OCTOBER 17, 2014 REGULAR BOARD MEETING

Joe reported that the State requested updated capital plans. Capital plans are required from urban districts, however ETD maintains one as well to ensure that DOT knows our needs. Without a plan, DOT uses their best guess as to the district's capital needs. Two versions of ETD's Vehicle Replacement Schedule were distributed and discussed at the meeting. Joe is proposing that ETD replace the shuttle route buses (Old Saybrook to Madison) with larger, heavy-duty 30 foot buses.

Joe will discuss this item at the Board meeting during the Finance Committee report.

Joe indicated that several matters--Rt. 81, Shoreline Shuttle and the building project--remain outstanding with the state.

Joe also noted that all bus phones will need to be replaced within the coming months, as no phone carriers will be supporting 2G network phones as of January 2015.

OTHER BUSINESS

None

ADJOURNMENT

Roland Laine made a motion to adjourn the meeting at 11:22 a.m. Peter Bierrie seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Christina Denison
Administrative Secretary

John Forbis
Chairman