

These minutes are subject to approval at the next Estuary Transit District Meeting

ESTUARY TRANSIT DISTRICT
REGULAR MEETING
17 INDUSTRIAL PARK ROAD
CENTERBROOK, CONNECTICUT
FRIDAY, OCTOBER 20, 2017

UPDATE ON DOT MEETING

Leslie Strauss reported that the meeting with Dennis Solensky, DOT (Mike Sanders replacement) went well. He has an extensive background and is aware of the State's issues, understands the needs of the District and the complexity of Joe's position. He will be responding to all questions we posed to him and he has requested that we schedule a follow-up meeting. Regarding regionalization, he commented that consolidation of services may be inevitable. He stressed the importance of a strong management team vis a vis regionalization. Mr. Solensky was supportive of a study with Middletown/SEAT which may affect the site selection/location.

Mr. Solensky was optimistic about funding for the Rte. 81 route.

It was suggested that Mr. Solensky present to the RiverCOG.

CALL TO ORDER

The meeting was called to order by Leslie Strauss, Chairman at 9:50 a.m.

PLEDGE OF ALLEGIANCE

Leslie Strauss led the Pledge of Allegiance.

ROLL CALL

A quorum was established with the following board members present: Peter Bierrie, John Forbis, Virginia Zawoy, Angus MacDonald (arrived at 9:50 a.m.), Noel Bishop and Leslie Strauss.

Absent: Roland Laine, Susan Tyler, Joan Gay

Also in attendance: Staff: Halyna Famiglietti, Joe Comerford, Jamie Bohli

VISITOR'S COMMENTS – None.

Approval of Minutes

John Forbis made a motion to accept the minutes from the 8/18/17 Board meeting. Peter Bierrie seconded the motion. The motion passed unanimously.

Peter Bierrie made a motion to accept the minutes from the 8/31/17 Site Selection Committee meeting. Noel Bishop seconded the motion. The motion passed unanimously.

Noel Bishop made a motion to accept the minutes from the 9/8/17 Personnel Committee meeting. John Forbis seconded the motion. The motion passed unanimously.

Peter Bierrie made a motion to accept the minutes from the 9/11/17 Site Selection Committee meeting. John Forbis seconded the motion. The motion passed unanimously.

Noel Bishop made a motion to accept the minutes from the 10/3/17 Personnel Committee meeting. John Forbis seconded the motion. The motion passed unanimously.

John Forbis made a motion to accept the minutes from the 10/17/17 Site Selection Committee meeting. Peter Bierrie seconded the motion. The motion passed unanimously.

John Forbis made a motion to accept the minutes from the 10/17/17 Special Board meeting. Peter Bierrie seconded the motion. The motion passed unanimously.

John Forbis made a motion to accept the revised minutes from the 10/18/17 Finance Committee meeting. Peter Bierrie seconded the motion. The motion passed unanimously.

COMMUNICATIONS – Included in the Board’s packet was a letter dated 9/28/17 from the U.S. Department of Transportation reporting that the District’s DBE program meets the requirements set out in the DOT’s DBE regulations. This acceptance allows the District to receive federal funds. Joe Comerford reported that the FTA accepted the District’s goals for 2017-2020. Since this is a new initiative, extensive work will be required to develop the appropriate programs to remain in compliance.

TREASURER’S REPORT – Joe Comerford reported that the Urban Capital Grant Program includes administrative items allowing us to charge for time spent (paperwork) to comply with the FTA regulations and procurement requirements. A process to track this time has been developed. These funds may be used to offset operating expenses.

COMMITTEE REPORTS

Finance Committee – None.

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

- UPass Program – this program allows college students to pay a \$20 fee per semester for use of any bus and train system in the state. Note that DOT is keeping all revenue realized from this program. To date, Joe has not seen a significant loss in revenue from the program.
- The new bus schedule has been sent to the printer and should be ready for distribution within the next two weeks.
- The Taxi Voucher Grant has been awarded; however, no funding has yet been received.
- Events Magazine – it was suggested that upcoming 9TT activities be advertised in the Events Magazines.

Site Selection Committee

Several sets of Site Selection Committee meeting minutes were included in the Board packet.

Angus MacDonald reported on the parameters of a site in Deep River. The developer is receptive to the District being housed at this location however, at this time, there are still many “unknowns” including funding for a project, timing of any project, etc.

The recent meeting with Dennis Solensky, DOT, and possible regionalization may impact the Site Selection Committee's recommendation. Peter stressed the importance of pursuing this project to ensure receipt of STIP funds.

The Site Selection Committee will schedule a meeting with Sullivan (Deep River developer) when more information on the Deep River site is available.

Noel Bishop made a motion to authorize the Site Selection Committee to arrange a meeting with Sullivan, Westbrook Outlet and Mr. Solensky and to provide a report to the Board at the December meeting. Angus MacDonald seconded the motion. The motion passed unanimously.

Route 81 Committee – Virginia Zawoy reported that we are still waiting for the funds for this route.

Legislative Committee – The Committee met with Representative Siegrist who was supportive of the District's mission. He offered to follow-up with the DOT regarding the Rte. 81 funds.

COG Update – Sam Gold will be at the next Board meeting to review the results of the ridership study.

Transit Advisory Committee – none.

EXECUTIVE DIRECTOR'S REPORT

The Executive Director's Report was included in the Board packet. Highlights of the report include:

- Banking- our current bank will no longer accept bulk coin deposits. We will return to Essex Savings Bank for our banking needs. They have offered to extend a credit line and handle our coin. The transition will occur over the next month or so.
- Middlesex Hospital – we have been meeting with the hospital to discuss the possibility of providing transportation to Middletown for their patients in our region. This would require additional hours of service. We have proposed a price that includes our full unsubsidized rate.

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

FINANCE MANAGER'S REPORT

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

Hayla reported no issues through December but commented that the State's budget may impact our funding.

The Shoreline Shuttle is over by \$5,000. No data is yet available since the cut in services was put into effect.

Mr. Bishop thanked Halyna for her reports and commented her recent salary adjustment was well deserved. He encouraged her to keep up the good work.

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. Highlights of the report included:

- 9TT representation at the HK Senior Expo.
- Vista Bike Training held in Madison
- Safety Awards were distributed in September – 6 District drivers received awards.
- Vista Walk – 10/29
- Driver's BBQ and flu shots – 10/13
- ADA Training – wheelchair - Insurance company pleased with our training on wheelchair securement.

John Forbis made a motion to accept the Operations Manager's Report as presented. Peter Bierrie seconded the motion. The motion passed unanimously.

OLD BUSINESS – None.

NEW BUSINESS

Hurricane Maria Relief Effort

Leslie Strauss suggested that we work with the United Way in their Hurricane Relief efforts and provide bus passes to individuals relocated to Connecticut as a result of Hurricane Maria. Local EOC offices will be contacted regarding this program.

John Forbis made a motion to allocate 20 bus passes for Hurricane Maria Relief Efforts. Peter Bierrie seconded the motion. The motion passed unanimously.

BOARD MEMBER COMMENTS – None.

CHAIR COMMENTS – Leslie Strauss reported that a provision has been added to the by-laws requiring that a letter to be sent out to the First Selectman if a Town's representative to the District is absent for 2 consecutive meetings.

Leslie Strauss stressed the importance of Board protocol as it applies to communication between Board members and District staff. She requested that if any Board member has a concern/issue with a staff member, the Board member should bring the matter to the attention of the Chairman of the Board.

VISITOR COMMENTS – None.

NEXT MEETING – December 15, 2017 – 10:00 a.m.

ADJOURNMENT

John Forbis made a motion to adjourn the meeting at 11:48 a.m. Peter Bierrie seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Suzanne Helchowski
Clerk