

ESTUARY TRANSIT DISTRICT
REGULAR MEETING
17 INDUSTRIAL PARK ROAD
CENTERBROOK, CONNECTICUT
FEBRUARY 21, 2014

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

CALL TO ORDER

The meeting was called to order by Leslie Strauss, Chairman at 9:30 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, Ralph Eno, Peter Bierrie, Leslie Strauss, and Roland Laine.

Absent: Noel Bishop, Joan Gay and Dick Smith.

Also in attendance:

Staff: Halyna Famiglietti, Allison Meshnick, Joe Comerford

VISITOR'S COMMENTS - None

SECRETARY'S REPORT

Approval of Minutes

On a motion made and seconded, the minutes from the 12/20/13 Regular Meeting were unanimously approved.

On a motion made and seconded, the minutes from the 12/18/13 Finance Meeting were unanimously approved.

On a motion made and seconded, the minutes from the 1/23/14 Finance Meeting were unanimously approved.

On a motion made and seconded, the minutes from the 1/30/14 Transit Advisory Committee Meeting were unanimously approved.

On a motion made and seconded, the minutes from the 1/31/14 Rte. 81 Committee Meeting were unanimously approved.

On a motion made and seconded, the minutes from the 2/4/14 Transit Advisory Committee Meeting were unanimously approved.

On a motion made and seconded, the minutes from the 2/14/14 Rte. 81 Committee Meeting were unanimously approved.

On a motion made and seconded, the minutes from the 2/19/14 Finance Committee Meeting were unanimously approved.

COMMUNICATIONS

Virginia Zawoy reported on recent communication received.

TREASURER'S REPORT

A copy of the ETD Budget Timeline was included in the Board packet for review.

COMMITTEE REPORTS

Finance Committee – None.

Marketing Committee

The Marketing Report was included in the Board packet for review.

Emergency Preparedness Committee No report

Transit Advisory Committee

Minutes from the recent Transit Advisory Committee meeting were included in the Board packet. John Forbis also commented on the options for transit training that are available.

Rte 81 Committee

Minutes from the recent Rte. 81 Committee were included in the Board packet. Virginia Zawoy commented that the committee has been very active and the project is moving forward with support from Representative Tom Vicino. A public information meeting will be held April 7, 2014 at 7:00 PM at Clinton Town Hall to demonstrate support to DOT.

EXECUTIVE DIRECTOR'S REPORT

The Executive Director's Report was distributed for Board review.

FINANCE MANAGER'S REPORT

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

On a motion made and seconded, the Finance Manager's Report was accepted as presented. The motion passed unanimously.

OPERATIONS MANAGER'S REPORT

The Operations Manager's Report was included in the Board packet for review.

On a motion made and seconded the Operations Manager's Report was accepted as presented. The motion passed unanimously.

OLD BUSINESS

Joe Comerford reported on the participation status of the Towns of Haddam and East Haddam.

NEW BUSINESS

Election of Officers

The Committee nominated the following ETD officers: Leslie Strauss, Chairman, Ralph Eno, Vice Chairman, Virginia Zawoy, Secretary and John Forbis, Treasurer.

On a motion made and seconded, the nominations were approved unanimously.

Appointment of Joan Gay to the Finance Committee

On a motion made and seconded, Joan Gay was appointed to the Finance Committee. The motion passed unanimously.

Blood Borne Pathogen Policy

A copy of the Blood Borne Pathogen Policy was included in the Board packet.

On a motion made and seconded, the Blood Borne Pathogen Policy was approved. The motion passed unanimously.

AAA Authorizing Resolution

The following was moved and seconded:

Chairman, Leslie B. Strauss and/or in her absence or inability to act, the Vice Chairman, Ralph Eno, are hereby authorized on behalf of the ETD to negotiate and execute all necessary contract documents required to obtain funds from the Senior Resources Agency on Aging.

The motion passed unanimously.

DOT Authorizing Resolution

The following was moved and seconded:

Chairman, Leslie B. Strauss and/or in her absence or inability to act, the Vice Chairman, Ralph Eno, having since February 21, 2014 are hereby authorized on behalf of ETD to negotiate and execute all necessary contract documents required to obtain funds from the Ct. Department of Transportation.

The motion passed unanimously.

Vacation Policy

A copy of the Vacation/Personal Day Benefits Policy was included in the Board packet.

On a motion made and seconded, the Vacation/Personal Day Benefits Policy was approved. The motion passed unanimously.

Salary Increase Proposal

A copy of the proposed salary increase schedule was included in the Board packet.

On a motion made and seconded, the salary increase proposal was approved. The motion passed unanimously.

CHAIR COMMENTS

Leslie Strauss requested that all committee chairpersons to keep meetings as brief as possible to respect the members' time.

BOARD MEMBER COMMENTS - none

EXECUTIVE SESSION - none

NEXT MEETING – 4/17/14 – Thursday - 9:30 a.m.

ADJOURNMENT

On a motion made and seconded, the meeting was adjourned at 11:15 a.m. The motion passed unanimously.

Respectfully Submitted,

Suzanne Helchowski
Clerk