

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, APRIL 21, 2017

CALL TO ORDER

The meeting was called to order by Leslie Strauss, Chairman at 9:35 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, Roland Laine (via telephone), Joan Gay, Angus MacDonald, Noel Bishop and Leslie Strauss.

Absent: Sue Tyler

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 2/17/17 regular meeting. Peter Bierrie seconded the motion. The motion passed unanimously.

Joan Gay made a motion to accept the minutes from the 4/3/17 Public Hearing/Special meeting. John Forbis seconded the motion. The motion passed unanimously.

Joan Gay made a motion to accept the minutes from the 4/6/17 special meeting. Angus MacDonald seconded the motion. The motion passed unanimously.

Joan Gay made a motion to accept the minutes from the 4/10/17 Transit Advisory meeting. Angus MacDonald seconded the motion. The motion passed unanimously.

Joan Gay made a motion to accept the minutes from the 4/13/17 Finance Committee Meeting. Angus MacDonald seconded the motion. The motion passed unanimously.

John Forbis made a motion to add to the agenda the approval of the 3/30/17 Special meeting minutes. Joan Gay seconded the motion. The motion passed unanimously.

Joan Gay made a motion to accept the minutes from the 3/30/17 special meeting. Angus MacDonald seconded the motion. The motion passed unanimously.

COMMUNICATIONS - None.

TREASURER'S REPORT - None.

COMMITTEE REPORTS

Finance Committee – None.

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

- The Public Hearing was well attended and many written comments were received.
- The new schedules will be released when decisions from the DOT are received regarding Rte. 81 and ADA paratransit and Shoreline Shuttle.
- The District participated in the St. Patrick's Day Parade in Essex and the LEARN Expo.
- The Trip Planner is being well utilized by District riders.
- The Kennedy Center, 9TT and SEAT will make a presentation at the Old Lyme Library

Route 81 Committee

Joe Comerford will work with the Committee to begin an advertising campaign for Rte. 81 once the DOT provides information on the route.

Legislative Committee

Joan Gay reported that the Selectman's Breakfast was well attended and will be an annual event. The Committee is scheduling a meeting with Representative Siegrist to update him on the District. Joan Gay reported that she has met with Congressman Courtney to update him on the services and operations of the District.

The Board discussed the lack of response from the DOT and it was suggested that perhaps our local Legislators can be of assistance. Joe Comerford reported that the DOT has recently requested information from the District and hopefully will respond in the near future.

John Forbis suggested that the District pursue other avenues (non-governmental) for funding. It was also suggested that the District approach potential candidates for Governor and update those individuals on the District.

Transit Advisory Committee – John Forbis reported that the 4/10/17 Committee meeting was not well attended.

COG Update – Joe Comerford reported that training on the new software system will begin in the near future. This software will facilitate a Ridership Study. Information from this study will be used for an operational analysis and will also help determine routes.

EXECUTIVE DIRECTOR'S REPORT

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

- After a follow-up meeting with CTDOT regarding the ADA proposal, the District was advised to begin ADA paratransit service. An ADA paratransit plan has been drafted and a public hearing

will be scheduled when the start date is confirmed. No additional information regarding funding was provided by the DOT.

- The first urban capital grant process has begun. A five year capital plan has been submitted and the DOT has provided preliminary funding amounts. Before final amounts are set and forwarded to the MPOs, we will meet with the DOT to discuss the proposal in detail. We expect to have all items completed for submission to FTA by the end of summer. Once the federal award is made, DOT will award matching funds.
- NEPTA – Joe attended the Northeast Passenger Transportation Association conference and met with Gillig to discuss ordering buses and getting into their production schedule.
- The Maintenance Contract for fleet maintenance expires in June 2017 and an RFP has been sent out with a 5/26/17 deadline. This will be an agenda item at the June board meeting.
- The District, Town of Madison and CTDOT are working on the transit transfer point in Madison.

John Forbis made a motion to accept the Executive Director’s Report. Peter Bierrie 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.

Halyna reported that there have been no cash flow issues and the District has not needed to go into the line of credit this year. The District will not begin the new fiscal year in a deficit position.

Budget vs. Actual Report – The report shows a deficit due to state funding cuts. The District is anticipating a “worst case scenario” deficit of \$75,000 due to state cuts. These issues were discussed at the Public Hearing. Cuts to the Shoreline Shuttle will be necessary if state funding is not available.

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

OPERATIONS MANAGER’S REPORT

The Operations Manager’s Report was distributed to Board members. Jamie reported that an event is scheduled on 5/1 at Jensen’s. She commended the drivers for their willingness to help District riders.

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

Needs Assessment and Site Selection Project

Joe Comerford reported that the Needs Assessment Report has been accepted. Eighteen sites were considered and after further review, 5 sites are being investigated further. Wendel will pursue the 5 sites and do screenings and “test fits”. A final report will be presented to the entire Board.

Capital funds are available for the project and it is also included in the STIP; however, the STIP has not yet been finalized.

John Forbis requested the following information: costs associated with the land purchase, building costs and anticipated operating costs at a new facility.

NEW BUSINESS

MOUS for Contract Towns

MOUs for the contract services for the towns of Durham, E. Haddam and Haddam were included in the Board's packet.

Joan Gay made a motion to authorize Joe Comerford, Executive Director, to enter into an MOU with the Towns of Durham, E. Haddam and Haddam as presented. Noel Bishop seconded the motion. The motion passed unanimously.

FY 2018 Budget Proposal

The 2017-2018 Budget Highlights, FY18 Budget Reduction Scenarios, Current vs. Proposed Budget 2017-18 by Items Summary and Proposed Budget 2017-18 were included in the Board packet.

EXECUTIVE SESSION

John Forbis made a motion to go into Executive Session at 11:08 a.m. to discuss the 2017-18 budget. Staff members were invited into the Executive Session. Noel Bishop seconded the motion. The motion passed unanimously.

Regular Session resumed at 11:09 a.m.

John Forbis made a motion to publish the proposed budget as presented. Virginia Zawoy seconded the motion. The motion passed unanimously.

BOARD MEMBER COMMENTS - The Board thanked District staff for their work on the budget.

CHAIR COMMENTS – None.

VISITOR COMMENTS – None.

NEXT MEETING – June 16 , 2017 – 9:30 a.m.

ADJOURNMENT

John Forbis made a motion to adjourn the meeting at 11:15 a.m. Noel Bishop seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Suzanne Helchowski
Clerk