

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

ESTUARY TRANSIT DISTRICT  
SPECIAL MEETING  
17 INDUSTRIAL PARK ROAD  
CENTERBROOK, CONNECTICUT  
FRIDAY, JUNE 23, 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, Joan Gay, Angus MacDonald (arrived at 10:00 a.m.), Susan Tyler, Noel Bishop and Leslie Strauss.

Absent: Roland Laine

Also in attendance: Staff: Halyna Famiglietti, Joe Comerford, Jamie Bohli, Sam Gold, Representatives from Wendel & Associates, Representatives from the DOT

VISITOR'S COMMENTS – None.

Approval of Minutes

John Forbis made a motion to accept the minutes from the 5/17/17 Rte. 81 Committee meeting. Peter Bierrie seconded the motion. The motion passed unanimously.

John Forbis made a motion to accept the minutes from the 6/20/17 Finance Committee Meeting. Peter Bierrie seconded the motion. The motion passed unanimously.

COMMUNICATIONS – Included in the Board's packet was a letter dated 5/5/17 from First Transit regarding Joe Comerford's enhanced role within First Transit. Joe will assume the corporate role of Area Vice President for Windham. This role will in no way impact his commitment to 9TT as Executive Director.

Noel Bishop made a motion to suspend the order of business and move the "New Business – Site Selection Presentation" discussion. Peter Bierrie seconded the motion. The motion passed unanimously.

NEW BUSINESS

Site Selection Presentation

Representatives from Wendel provided an overview of the site selection process to date. Three potential sites were identified including 2 properties in Deep River and 1 property in Westbrook. The parameters, pros/cons of each site were discussed including environmental and topography impacts of the 3 sites.

DOT representatives suggested that a state owned site (located in Old Saybrook) may be the most expedient location to facilitate a new site for the District. The state owned Old Saybrook site will be investigated further by Wendel.

Preliminary site estimates were provided for each site. Operating costs of a potential new facility will be discussed at the next Board meeting.

The Board took no action on this matter at this time.

TREASURER'S REPORT – None.

COMMITTEE REPORTS

Finance Committee – due to the lack of response from the State regarding additional funding for the Shoreline Shuttle, the Finance Committee made the following motion at their 6/20/17 Finance Committee meeting: “John Forbis made a motion that the Finance Committee recommend that the Board of Directors recognize that the District will have an estimated deficit of \$70,000 by the end of FY2016-17 due to lack of State funding to the Shoreline Shuttle. Furthermore, the Finance Committee recommends that the Board of Directors implement service cuts of up to two runs on the Shoreline Shuttle on July 31, 2017 based on the current financial outlook and information available. Should new information become available, this decision may be reconsidered. Peter Bierrie seconded the motion. The motion passed unanimously”.

COG Update – Sam Gold reported on the recent newspaper article regarding the financial difficulties of the Middletown Transit District.

At the next RiverCOG meeting, it is anticipated that the Board will approve STIP funding for the next 4 years.

The COG is currently analyzing the results of the Ridership Survey.

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

- Joe’s radio interview promoting the Rte. 81 route.

Route 81 Committee – A draft Press Release has been developed and will go out when funding for the route is finalized.

Legislative Committee – The Committee is in the process of scheduling a meeting with Rep. Siegrist to update him on 9TT.

Transit Advisory Committee – no report.

EXECUTIVE DIRECTOR'S REPORT

The Executive Director’s Report was included in the Board packet.

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.

The Finance Committee has developed proposals regarding the Districts current deficit (-\$58,614). It is anticipated that this figure will increase to \$70,000 by fiscal year end. As reported earlier, the Finance Committee is recommending service cuts to the Shoreline Shuttle to address this deficit.

Susan Tyler made a motion to accept the Finance Manager's Report as presented. Joan Gay seconded the motion. The motion passed unanimously.

### OPERATIONS MANAGER'S REPORT

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

Susan Tyler 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 – Continued.

#### Maintenance Contract

The current Maintenance contract expires on June 30, 2017. One bid was received from the current contractor (Mals). This bid shows an increase of 25% to labor costs.

Peter Bierrie made a motion to authorize Joe Comerford, Executive Director, to negotiate further with Mals regarding their proposal. Susan Tyler seconded the motion. Discussion followed:

The Board discussed the possibility of a one year contract with Mals. Mals is the only contractor who submitted a bid as a result of the RFP.

The motion passed unanimously.

Shoreline Shuttle Reductions – To date, no response from the DOT has been received regarding the possible reductions to the Shoreline Shuttle.

John Forbis made a motion that the Board of Directors recognize that the District will have an estimated deficit of \$70,000 by the end of FY2016-17 due to lack of State funding to the Shoreline Shuttle. Furthermore, the Board of Directors will implement service cuts of up to two runs on the Shoreline Shuttle on July 31, 2017 based on the current financial outlook and information available. Should new information become available, this decision may be reconsidered. Noel Bishop seconded the motion. The motion passed unanimously.

### EXECUTIVE SESSION

The District's budget has been published in the newspaper.

Susan Tyler made a motion to go into Executive Session at 11:30 a.m. for the purpose of budget discussions. The 9TT staff was invited into the Executive Session. Peter Bierrie seconded the motion. The motion passed unanimously.

Regular Session resumed at 11:32 a.m.

Susan Tyler made a motion to approve the budget as presented. Peter Bierrie seconded the motion. The motion passed unanimously.

BOARD MEMBER COMMENTS – None.

CHAIR COMMENTS – None.

VISITOR COMMENTS – None.

NEXT MEETING – August 18 , 2017 – 9:30 a.m.

ADJOURNMENT

John Forbis made a motion to adjourn the meeting at 11:38 a.m. Noel Bishop seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Suzanne Helchowski  
Clerk