

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, AUGUST 17, 2018

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, Sue Tyler (left the meeting at 12:06 p.m.), Angus MacDonald (arrived at 10:00 a.m.), Charlie Nortz, Noel Bishop (arrived at 9:40 a.m.), and Leslie Strauss.

Also in attendance: Staff: Halyna Famiglietti, Joe Comerford

VISITOR'S COMMENTS - None.

Approval of Minutes

John Forbis made a motion to approve the minutes from the 6/15/18 Regular Meeting as amended. Joan Gay seconded the motion. The motion passed unanimously.

Correction: page 4 – Chair Comments – note that Jamie Bohli reported that the District is down 3 drivers, not Leslie Strauss as stated in the minutes.

John Forbis made a motion to approve the minutes from the 8/15/18 Finance Meeting. Peter Bierrie seconded the motion. The motion passed unanimously.

John Forbis made a motion to approve the minutes from the 3/28/18 Finance Workshop Meeting. Peter Bierrie seconded the motion. The motion passed unanimously.

John Forbis made a motion to approve the minutes from the 7/18/18 Management Contract Committee Meeting. Peter Bierrie seconded the motion. The motion passed unanimously.

Susan Tyler made a motion to approve the minutes from the 7/10/18 Rte. 81 Committee Meeting. Peter Bierrie seconded the motion. The motion passed unanimously.

COMMUNICATIONS

Joe Comerford was in receipt of the letter from the DOT authorizing the Rte. 81 route to begin (anticipated start date 8/27).

TREASURER'S REPORT

The Finance Committee would like to work with staff to determine administrative costs associated with core routes and overhead allocations based on the amount of services rendered. All DOT reporting guidelines will be followed.

#### COMMITTEE REPORTS

Finance Committee – none.

#### Marketing Committee

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

- The new Rte. 81 route will be marketed. The new schedule including Rte. 81 was distributed.
- Reports show a 15% increase in web usage.
- A copy of the State's bus study has been received and includes a state wide route numbering system.
- The November ballot will include a Constitutional Amendment on a lockbox for the Special Transportation Fund. It was suggested that the District publicize support of the amendment. This item will be discussed at the next MPO meeting.

#### Route 81 Committee

A Press Release regarding the start of the route will be developed and distributed through the normal channels (Events Magazines, local newspapers, town websites, etc.). Committee members asked for Board support in publicizing the new Rte. 81 route by visiting local businesses located on the route. A poster will be developed to be displayed in establishments along the route. Joan Gay suggested that Board ride the new bus route. A Ribbon Cutting Ceremony will be scheduled to take place in Killingworth. Local media will be invited to attend.

Legislative Committee – no report.

Transit Advisory Committee – no report.

#### Management Contract Committee

Noel reported that one bid (First Transit) was received as a result of the recent RFP for Management services. The bid is currently being reviewed by the District's attorney. The current contract with First Transit expires on 11/30/18. A vote on the bid will be an agenda item at the October board meeting.

The board had a lengthy discussion regarding several requests made by the DOT for the Executive Director's services in other districts throughout the state. It was recommended that the Management Contract being considered include verbiage relative to compensation to the District for Executive Director's time spent elsewhere. It was suggested that the rate of compensation be consistent with FTA reimbursements for the administration of FTA capital grants. The current contract is silent on these issues.

It was reported that 95% of the District's funding is provided by the DOT. At the DOT's request, the Executive Director has been spending up to 16 hours per week working for another transit district (some of this work is done at his home in the evenings and weekends). The DOT specifically asked that Joe Comerford provide these services. This is a temporary situation and the DOT has candidates for the position. It was suggested that perhaps the issue of reimbursement should be discussed with DOT since it is the DOT, not First Transit that is requesting Joe's services.

The consensus of the board was to develop language for an addendum to the contract regarding the use of professional staff in districts outside ETD without specific dollar amounts for these services. Fees, if any, should be negotiated on a case by case basis.

Susan Tyler was asked to provide a draft contract addendum to the Chair of the Management Contract Committee (Noel Bishop). This issue will be discussed further at the October board meeting.

COG Update – RiverCOG has received approval to advertise the RFQ for the bus study. The purpose of the study is to determine the best way to provide public transportation. The study will include both an operational study and a governance study.

#### EXECUTIVE DIRECTOR’S REPORT

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

- Taxi vouchers – Joe is working with Essex Taxi to move the program forward. There has been some concern regarding wheelchair accessibility in the taxi cars (cannot begin the program until vehicles are ADA accessible). The payment system for the taxi vouchers is still being developed.
- Joe attended a joint meeting with the EDC in Haddam, E. Haddam and Chester to discuss possible services/coordination for 9TT bus services and the Essex Steam Train (provide transportation from steam train stops into the Main Street areas of the above noted towns).

Noel Bishop made a motion to accept the Executive Director’s Report. 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.

Halyna projects a \$12,000 deficit at year end (amount is half of what was previously anticipated). There are sufficient funds to cover the deficit and Halyna is working with the DOT for possible reimbursement.

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

#### OPERATIONS MANAGER’S REPORT

The Operations Manager’s Report was distributed to Board members. The report shows an increase in overtime due to the loss of a full-time employee.

Joan Gay made a motion to accept the Operations Manager’s Report as presented. John Forbis seconded the motion. The motion passed unanimously.

#### OLD BUSINESS

##### Micro Transit Update

Data is being collected from the COG regarding this “Uberlike” program. The goal is to develop an implementation plan that may assist riders traveling from the Old Saybrook Train Station to their jobs. There may also be some discussion regarding making the Riverside Route “on demand” only.

##### ADA Paratransit Update

The FTA requires that all routes include Paratransit; however, the larger buses cannot deviate routes. The DOT was aware of this issue and Joe is negotiating with the DOT on the matter. There may be financial implications if/when the issue is addressed.

NEW BUSINESS

Transit Advertising Guidelines

A copy of the Advertising Guidelines and attorney comments on same was included in the Board packet.

John Forbis made a motion to adopt the policy as presented. Joan Gay seconded the motion. The motion passed unanimously.

The contract will specify that ads may be placed on the back of the buses only.

Management Contract

Noel Bishop made a motion to table the discussion/vote on the Management Contract. Angus MacDonald seconded the motion. The motion passed unanimously.

FY 2018 Capital Grant

For informational purposes, a copy of the FY 2018 Capital Grant was included in the Board packet.

Board Retreat

Joe Comerford reported that David Lee will be available to facilitate a Board Retreat. Joe will forward an e-mail to Board members to determine the date of said retreat. Noel will provide a venue.

BOARD MEMBER COMMENTS – None.

CHAIR COMMENTS – None.

VISITOR COMMENTS – None.

NEXT MEETING –October 19, 2018 – 9:30 a.m.

ADJOURNMENT

Peter Bierrie made a motion to adjourn the meeting at 12:15 a.m. Noel Bishop seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Suzanne Helchowski  
Clerk