

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT ETD MEETING

ESTUARY TRANSIT DISTRICT
REGULAR MEETING
17 INDUSTRIAL PARK ROAD
CENTERBROOK, CONNECTICUT
FRIDAY, OCTOBER 19, 2018

CALL TO ORDER

The meeting was called to order by Leslie Strauss, Chairman at 9:32 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, Joan Gay, Sue Tyler, Angus MacDonald (left the meeting at 11:23 a.m.), Charlie Norz and Leslie Strauss.

Absent: Noel Bishop, Virginia Zawoy

Also in attendance: Staff: Halyna Famiglietti, Joe Comerford, Sam Gold, Executive Director, RiverCOG

VISITOR'S COMMENTS - None.

Approval of Minutes

John Forbis made a motion to approve the minutes from the 8/17/18 Regular Meeting. Peter Bierrie seconded the motion. The motion passed unanimously.

Peter Bierrie made a motion to approve the minutes from the 10/17/18 Finance Meeting as amended. John Forbis seconded the motion. The motion passed unanimously.

John Forbis distributed the amended (Page 1, "Discussion of Compensation") 10/17/18 Finance Meeting minutes.

Joan Gay made a motion to approve the minutes from the 10/16/18 Management Committee Meeting, as amended. John Forbis seconded the motion. The motion passed unanimously.

Revision: Page 1 – add: "Noel Bishop made a motion to go into Executive Session at 12:12 to discuss contract negotiations. Angus MacDonald seconded the motion. The motion passed unanimously.

Regular session resumed at 12:38 p.m. No action taken".

Peter Bierrie made a motion to approve the minutes from the 9/5/18 Management Contract Committee Meeting. Peter Bierrie seconded the motion. The motion passed unanimously.

COMMUNICATIONS

DOT Letter – A letter from Dennis Solensky, DOT, was included in the Board’s packet. The letter expressed the DOT’s appreciation to the Board of Directors for their utilization of Joe Comerford’s expertise.

Joan Gay reported that Mr. Solensky also expressed his appreciation for Joe’s services at the recent Rte. 81 Ribbon Cutting ceremony.

TREASURER’S REPORT

John Forbis reported on the following:

- Unlike 9TT, many districts have low or no unrestricted reserves. As recommended by the auditors and DOT, 9TT has a 3 month unrestricted reserve.
- The proposed site for the CT NERR (National Estuary Research Reserve) was distributed to Board members. The 9TT buses will be instrumental in transporting individuals to the site.

COMMITTEE REPORTS

COG Update

Sam Gold reported that 4 bids were received in response to the RFQ for the Bus Study consultant. After review of the proposals, the firm of Nelson Niegard was chosen. The study is funded by the DOT and the study timeline is 12 to 14 months. Sam briefly outlined the scope of the project that may include merging 9TT with Middletown.

Finance Committee – none.

Marketing Committee

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

- The Rte. 81 ribbon cutting ceremony was well publicized. Joan was named “Person of the Week” in local newspapers.
- The e-mail newsletter included information on the reduced fare ID.

Route 81 Committee

Joan Gay reported on the Ribbon Cutting event held in Killingworth. Many local legislators, Selectmen, Chamber of Commerce representatives and 9TT Board members were present, along with the Press and riders. Dennis Solensky, DOT, was in attendance and was impressed with the event.

Legislative Committee – Joan Gay reported that a meeting with legislators will be scheduled in December (after the election).

Transit Advisory Committee – no report.

Management Contract Committee

All documents pertaining to the proposed contract were forwarded to board members prior to this meeting.

Angus MacDonald reported on the Management Committee’s recommendation on the proposed First Transit contract that includes the following clause: “In the event that the second party wishes to use the professional services of the Executive Director and/or the Operations Manager in a transportation

district other than ETD, the following shall pertain: the use of the services shall be approved in writing by the ETD Board of Directors prior to the initiation of any such service. The proposed or estimated duration of the use of these services shall be identified in such written approval.”

The District’s attorney has reviewed the contract.

Angus reported that the Management Contract Committee recommends approval of the contract as presented.

The Board discussed the DOT’s use of Joe Comerford in other transit districts throughout the state. The importance of maintaining a good relationship with the State was discussed and the Board was reminded that approximately 10 years ago, the DOT provided assistance (Kim Morton) to 9TT for approximately 8 months, at no cost to the District. Several board members were not aware of the State’s prior assistance to 9TT.

John Forbis suggested that Joe maintain a log of hours spent outside the District in order to possibly receive reimbursement for these services. Joe commented that the majority of work done in other districts is on his own personal time (evenings/weekends).

Angus MacDonald made a motion to accept the First Transit contract for management services as presented. Joan Gay seconded the motion. The motion passed unanimously.

EXECUTIVE DIRECTOR’S REPORT

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

- Joe was the guest speaker at the Women in Transportation Seminar. A copy of his presentation was distributed to Board members.
- Joe has had on-going discussions with the DOT regarding the implementation of the ADA paratransit service.
- Taxi Vouchers – small details with the taxi company still need to be addressed including the taxi company’s policy on “no shows”. Many have expressed an interest in using this service.

John Forbis made a motion to accept the Executive Director’s Report. Joan Gay 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:

- No concerns with the Cash Flow report.
- Small deficits in the Budget vs. Actual will be addressed in other lines of the budget.

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. The report reflects an increase in ridership in the months of July and August.

Board members were invited to the Annual Safety Banquet scheduled on 10/21; 10 operators will receive awards and the BBQ on 10/26. Flu shots will be available at the BBQ.

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

Peter Bierrie made a motion to add to the agenda a discussion on Driver's Compensation. John Forbis seconded the motion. The motion passed unanimously.

John Forbis reported that the Finance Committee is recommending a \$1.00 per hour increase for drivers. This increase was deferred last year due to the State's budget crisis. Revenue generated by advertising on the buses may be used to fund the increase.

John Forbis made a motion to increase by \$1.00 per hour the rate of pay for all full time and part time drivers, effective at the next pay period. Susan Tyler seconded the motion. The motion passed unanimously.

Micro Transit Update

Joe Comerford reported that data has been collected is currently being analyzed 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 places of employment.

Board Retreat

Joe will send a "Doodle Poll" to board members to determine a date for the Board Retreat.

NEW BUSINESS

Bus Purchase Resolution

Peter Bierrie made the following motion:

Resolved that the Executive Director, Joseph Comerford, hereby is authorized on behalf of the Estuary Transit District to negotiate and execute all necessary contract documents required to purchase one (1) heavy duty transit bus for the Estuary Transit District from Gillig in an amount not to exceed \$480,000.00.

Susan Tyler seconded the motion. The motion passed unanimously.

Bus Purchase Resolution

Susan Tyler made the following motion:

Resolved that the Executive Director, Joseph Comerford, hereby is authorized on behalf of the Estuary Transit District to negotiate and execute all necessary contract documents required to purchase three (3) body-on-chassis buses for the Estuary Transit District from Shepard Brothers and/or Matthew's Buses in an amount not to exceed \$270,000.00.

John Forbis seconded the motion. The motion passed unanimously.

Bus Disposal Resolution

Peter Bierrie made the following motion:

Resolved that the Executive Director, Joseph Comerford, hereby is authorized on behalf of the Estuary Transit District to dispose of buses 1212, 1001 and 1002 in accordance with Connecticut DOT guidelines, which includes auction and/or donation to a municipality.

John Forbis seconded the motion. The motion passed unanimously.

Procurement Contract Management Services

Joan Gay made the following motion:

Resolved that Chairman Leslie B. Strauss, hereby is authorized on behalf of the Estuary Transit District to negotiate and execute all necessary contract documents required to purchase management services for the Estuary Transit District from First Transit, Inc.

Peter Bierrie seconded the motion. The motion passed unanimously.

BOARD MEMBER COMMENTS – Susan requested that Board packets be available by the Monday prior to the Friday meeting.

CHAIR COMMENTS – None.

VISITOR COMMENTS – None.

NEXT MEETING – December 21, 2018 – 10:00 a.m.

ADJOURNMENT

Joan Gay made a motion to adjourn the meeting at 11:37 a.m. Peter Bierrie seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Suzanne Helchowski
Clerk