

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT ETD MEETING

ESTUARY TRANSIT DISTRICT
REGULAR MEETING
17 INDUSTRIAL PARK ROAD
CENTERBROOK, CONNECTICUT
FRIDAY, DECEMBER 21, 2018

CALL TO ORDER

The meeting was called to order by Leslie Strauss, Chairman at 10:05 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, Noel Bishop, Virginia Zawoy, John Forbis, Joan Gay (via conference phone), Charlie Norz and Leslie Strauss.

Absent: Angus MacDonald, Sue Tyler

Also in attendance: Staff: Halyna Famiglietti, Joe Comerford, Sam Gold, Executive Director, RiverCOG, Sam Gold (via conference phone), Gail Carbone, Seward & Monde, Sam Dynowski, State Director Sierra Club.

COG UPDATE

Sam Gold reported that he has been working with the DOT and the consultant regarding the scope of work and budget relative to the bus study. One goal is to ensure that the scope of work includes a sufficient number of meetings with appropriate parties, including the new DOT Commissioner. It is anticipated that a contract will be signed before the end of the year.

Sam reported that the Governor's Transition Team has discussed the possibility of consolidating COGs; however, any proposal to consolidate COGs will have no impact on the bus study project.

PRESENTATION OF AUDIT

Gail Carbone, Seward & Monde, presented an overview of the Audit. The audit report indicates a "clean" audit with no "findings". The Unrestricted Net Position change was briefly discussed. The Finance Committee has reviewed this information in detail.

John Forbis made a motion to approve and accept the audit report developed by Seward & Monde as recommended by the Finance Committee. Noel Bishop seconded the motion. The motion passed unanimously.

Joe Comerford reported that the District will go out to bid for auditing services this year; probably in April with a June appointment of auditor.

VISITOR'S COMMENTS

Ms. Dynowski, Sierra Club, distributed information to Board members regarding “clean” transportation and the Sierra Club’s goal to reduce greenhouse gasses. She requested the Boards’ support and participation in Transit Equity Day scheduled on 2/4.

Approval of Minutes

John Forbis made a motion to approve the minutes from the 10/19/18 Regular Meeting. Peter Bierrie seconded the motion. The motion passed unanimously.

John Forbis made a motion to approve the minutes from the 11/8/18 Management Contract Committee Meeting. Charlie Norz seconded the motion. The motion passed unanimously.

Peter Bierrie made a motion to approve the minutes from the 11/28/18 Special Meeting. John Forbis seconded the motion. The motion passed unanimously.

John Forbis made a motion to approve the minutes from the 12/19/18 Finance Meeting as amended. Charlie Norz seconded the motion. The motion passed unanimously. (Note John Forbis distributed amended minutes that included the correction of the date of the audit from 2017 to 2018).

Joan Gay made a motion to add to the agenda the approved of the 12/18/18 Legislative Committee Meeting minutes. Peter Bierrie seconded the motion. The motion passed unanimously.

Peter Bierrie made a motion to approve the minutes from the 12/18/18 Legislative Committee Meeting. Charlie Norz seconded the motion. The motion passed unanimously.

COMMUNICATIONS

Old Saybrook Youth and Family Services

A letter from Old Saybrook Youth and Family Services regarding the possible donation of a 9TT bus was included in the Board’s packet. The disposal of buses will be discussed further when the new buses arrive.

TREASURER’S REPORT – None.

COMMITTEE REPORTS

Finance Committee – none.

Marketing Committee

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

- The Taxi Voucher program has generated interest.
- An e-mail was sent out reminding riders to purchase their passes.

Route 81 Committee

Leslie Strauss thanked the Route 81 Committee for the successful launch of the Route 81 route.

John Forbis made a motion to dissolve the Rte. 81 Committee. Peter Bierrie seconded the motion. The motion passed unanimously.

Legislative Committee

Joan Gay reported that the Committee will be reaching out to the newly elected officials after the first of the year. The annual Legislative Breakfast is scheduled on 2/21 and the First Selectman's Breakfast is scheduled on 3/5/19.

Transit Advisory Committee – no report.

EXECUTIVE DIRECTOR'S REPORT

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

- It is anticipated that the small buses will be delivered in early January and production of the 3 large buses begins the week of 12/23.
- The National Database submission to FTA has been completed. This report required approximately one week of staff time.
- The FTA's Triennial Review, a 59 page document, must be submitted by 1/15/19. A two day on-site review will be scheduled in early to mid 2019. Staff time will be billed to the Capital Grants line item. In addition to the Triennial Review, the State Management Review is scheduled at the same time.
- Micro-Transit Study - Data 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. Additional data modeling the system to include the Centerbrook area will also be completed. It is anticipated that the pilot program will begin in the Spring.
- The Dial A Ride app has been updated to allow for scheduling on the app (no longer need to call the office). Users may also pay through the app.

Noel Bishop made a motion to accept the Executive Director's Report. John Forbis 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 regarding Cash Flow; however some funds from the State remain outstanding.

John Forbis made a motion to accept the Finance Manager's Report as presented. Charlie Norz 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 and it is anticipated that the new buses will increase ridership further.

Jamie reported on the following:

- The event at the Haddam Senior Center was well attended. Many individuals were not familiar with the services of 9TT.
- The staff holiday party was very well received.
- Drivers greatly appreciated the recent pay increase; however, additional drivers are still needed.

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 – None.

NEW BUSINESS

Drug & Alcohol Policy Update – No action.

2019/20 Town Dues

A copy of the 2019/20 Proposed Town Fees was included in the Board's packet. John Forbis reported that the Finance Committee recommends a 2% increase in town dues.

Noel Bishop reported that he will support a 3% increase in town dues for the Town of Westbrook. Halyna will adjust Westbrook's bill accordingly.

John Forbis made a motion to approve the Finance Committee's recommendation of a 2% increase in town dues and a 3% increase in Westbrook's dues as proposed by First Selectman Bishop. Peter Bierrie seconded the motion. The motion passed unanimously.

2019 Meeting Schedule

John Forbis made a motion to schedule regular meetings of the Estuary Transit District Board of Directors as follows: 2/15/19, 4/19/19, 6/21/19, 8/16/19, 10/18/19 and 12/20/19. Virginia Zawoy seconded the motion. The motion passed unanimously.

Note: Meetings begin at 9:30 a.m. with the exception of the 12/20 meeting that begins at 10:00 a.m.

Appointment of Nominating Committee

The Nominating Committee members are as follows: Virginia Zawoy, Chairman, Peter Bierrie, and Noel Bishop.

ADA Paratransit

Joe Comerford reported that the ADA Paratransit Policy will go to a Public Hearing with Board approval at a later date. The DOT has requested that we re-submit our policy offering services from Old Saybrook to Madison; however, service may need to be expanded as a result of the FTA's Triennial Review. Funds have been budgeted for this service; however, if service must expand to all fixed routes, costs will escalate.

CHAIR COMMENTS

Leslie Strauss will send a thank you to David Lee and staff for the facilitation of the Board Retreat.

BOARD MEMBER COMMENTS

Peter Bierrie suggested that a Committee be developed to act as a liaison to the RiverCOG relative to the bus study project. The consensus of the Board was that a liaison is not necessary at this time. Joe Comerford and Sam Gold will keep the Board updated on the status of the bus study. If necessary, a Committee may be appointed at a future date.

Noel Bishop commended Leslie Strauss, as Chairman, for her leadership relative to the Estuary Transit District.

VISITOR COMMENTS – None.

NEXT MEETING – February 15, 2019

ADJOURNMENT

Noel Bishop made a motion to adjourn the meeting at 11:41 a.m. John Forbis seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Suzanne Helchowski
Clerk