

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT ETD MEETING

ESTUARY TRANSIT DISTRICT
REGULAR MEETING
17 INDUSTRIAL PARK ROAD
CENTERBROOK, CONNECTICUT
FRIDAY, FEBRUARY 15, 2019

CALL TO ORDER

The meeting was called to order by Leslie Strauss, Chairman at 9:30 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 (exited the meeting at 11:00 a.m.), Noel Bishop, Virginia Zawoy, John Forbis, Joan Gay, Susan Tyler, Charlie Norz and Leslie Strauss.

Absent: Angus MacDonald

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

Joan Gay made a motion to add to the agenda a discussion on Legislative items. John Forbis seconded the motion. The motion passed unanimously.

VISITOR'S COMMENTS – None.

SECRETARY'S REPORT

Approval of Minutes

John Forbis made a motion to approve the minutes from the 12/21/18 Regular Meeting. Peter Bierrie seconded the motion. The motion passed unanimously.

John Forbis made a motion to approve the minutes from the 2/13/19 Finance Committee Meeting. Peter Bierrie seconded the motion. The motion passed unanimously.

COMMUNICATIONS

Leslie Strauss will forward a letter to David Lee thanking him for his assistance at the Board Workshop.

Town of Old Lyme

A letter from the Town of Old Lyme regarding the possible donation of a 9TT bus was included in the Board's packet. Joe Comerford outlined the process for bus disposal including the need for permission from DOT to dispose of the buses.

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 and a copy of the brochure was distributed to Board members.
 - The Department of Rehabilitation Services has “matched” costs associated with the program for a client and that individual will use the service free of charge.
- The Ribbon Cutting for the new buses is scheduled 2/21 after the Legislative Breakfast.

Legislative Committee

Joan Gay reported that the annual Legislative Breakfast is scheduled on 2/21/19 and the First Selectman’s Breakfast is scheduled on 3/5/19. A presentation has been developed for the meetings. Additional meetings with Legislators will be scheduled when the Session ends.

Joe Comerford reported that a goal of the Committee is to educate the entire Legislature on the Transit District, not just our local representatives and not just the DOT’s “side” of the story. Also, there has been some discussion regarding the possibility of the area Transit Districts engaging a lobbyist to represent them at the State. Costs associated with same are estimated to be between \$2,000 and \$3,000 per transit area. Noel Bishop requested that the Board be allowed input into the selection of the lobbyist.

Susan Tyler made a motion to support the initiative to engage a lobbyist and to authorize up to \$3,000 to hire same. Peter Bierrie seconded the motion. The motion passed unanimously.

The scope of work and the reporting lines relative to the lobbyist will be clearly stated and the Board will have input throughout the process.

Nominating Committee

Virginia Zawoy reported that the Committee has met and their recommendations will be discussed later in the meeting.

Transit Advisory Committee – no comments.

COG Update

A kick-off meeting regarding the bus study is scheduled this afternoon. Negotiations with the DOT and the consultant relative to the project are on-going. It is estimated that the duration of the project will be 12 to 14 months.

Noel Bishop, Executive Committee member of the COG, reported that the Selectmen have let Legislators know that they do not favor forced regionalization.

EXECUTIVE DIRECTOR’S REPORT

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

- Large buses were delivered in January and will be placed in service when we receive ADA paratransit funding from the DOT. The first 3 of 10 small buses arrived and will go into service when the post delivery audit is completed.

- The FTA’s Triennial Review was delayed because of the recent government shutdown.
- DOT is allowing the District to proceed with the automatic vehicle locating program. The program will allow riders to see where the buses are via their smart phones.
- We have been working with the State police on our radio system. We will be responsible for buying our radios and the state will maintain the infrastructure.
- We will be purchasing an IVR (interactive voice response) system to call Dial A Ride riders and remind them of their trip.

Joan Gay 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 no concerns regarding Cash Flow and we have received the quarterly payment from the State.

Halyna reported on adjustments made to bank accounts to address the amount of funding placed in one account. The Finance Committee is reviewing the matter.

Noel Bishop 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 and included information on the recent Drug and Alcohol training session. The “trainer” was paid by a grant; however, some drivers did receive overtime pay for this mandatory training.

Joe Comerford updated the Board on ADA/wheelchair protocols.

Noel Bishop commended the staff for their excellent reports.

Charlie Norz 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

Election of Officers

Virginia Zawoy recommended the following slate of officers:

Chairman – Leslie Strauss
Vice Chairman – Joan Gay
Treasurer – John Forbis
Secretary – Susan Tyler

Noel Bishop made a motion to approve the slate of officers as presented. Peter Bierrie seconded the motion. The motion passed unanimously.

AAA Authorizing Resolution

RESOLVED, that the Executive Director, Joseph Comerford and/or in his absence or inability to act, the Chairman, Leslie Strauss, are hereby authorized on behalf of the Estuary Transit District to negotiate and execute all necessary contract documents required to obtain funds from the Senior Resources Agency on Ageing.

Peter Bierrie made a motion to approve the resolution as presented. Joan Gay seconded the motion. The motion passed unanimously.

DOT Authorizing Resolution

RESOLVED, that the Chairman, Leslie Strauss, and/or in her absence or inability to act, the Vice Chairman, Joan Gay, having been since February 15, 2019, are hereby authorized on behalf of the Estuary Transit District to negotiate and execute all necessary contract documents required to obtain funds from the Connecticut Department of Transportation.

Peter Bierrie made a motion to approve the resolution as presented. Joan Gay seconded the motion. The motion passed unanimously.

Appointment of Committees

A copy of the current committee membership spreadsheet was included in the Board's packet. The document will be updated as discussed.

The Board discussed the number of representatives on the Finance Committee and the possibility of a lack of quorum at Finance Committee meetings if members cannot attend. Peter Bierrie will become an "ex officio" member of the Finance Committee.

Credit Line Extension

Susan Tyler made a motion to approve the extension of the credit line to \$300,000.00 for the year. John Forbis seconded the motion. The motion passed unanimously.

ADA Plan

Joe Comerford reported that the District is required by ADA and FTA to include paratransit in the plan. Public Hearings were held, as required, on same.

John Forbis made a motion to adopt the ADA Plan as proposed. Charlie Norz seconded the motion. The motion passed unanimously.

Microtransit Budget

As previously reported, the data relative to the Micro-Transit Study 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. A meeting with local employers to update them on the program was scheduled on 2/20/19. It is anticipated that the pilot program will begin in the Spring.

A budget for the program is necessary for the PILOT program. Funding is available from the Middlesex Hospital contract and employers will be asked for voluntary contributions. There will be no charge to the riders during the PILOT study (3 months).

Susan Tyler made a motion to approve the Microtransit Budget as presented including up to \$25,000 in local contributions and to set a free fare for the 3 month PILOT program. Charlie Norz seconded the motion. The motion passed unanimously.

Radio Procurement /Radio Procurement

Leslie Strauss made a motion to add to the agenda the Radio Procurement Policy. Joan Gay seconded the motion. The motion passed unanimously.

Joe Comerford reported that the policy needed to be updated to include Urban procurements. A copy of the proposed policy was distributed to Board members.

RESOLVED, that the Executive Director, Joseph Comerford, is hereby authorized on behalf of the Estuary Transit District to negotiate and execute all necessary contract documents required to purchase a two-way radio system for the Estuary Transit District from an authorized vendor on the State of Connecticut contract in an amount not to exceed \$85,000.00.

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

CHAIR COMMENTS – None.

BOARD MEMBER COMMENTS – None.

VISITOR COMMENTS – None.

NEXT MEETING – Thursday, April 18 , 2019 – 9:30 a.m.

ADJOURNMENT

Noel Bishop made a motion to adjourn the meeting at 11:10 a.m. John Forbis seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Suzanne Helchowski
Clerk