

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT ETD MEETING

ESTUARY TRANSIT DISTRICT
SPECIAL MEETING
17 INDUSTRIAL PARK ROAD
CENTERBROOK, CONNECTICUT
FRIDAY, APRIL 26, 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: Angus MacDonald, Noel Bishop, Virginia Zawoy, John Forbis, Susan Tyler, Charlie Norz and Leslie Strauss.

Absent: Peter Bierrie, Joan Gay

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

VISITOR'S COMMENTS – None.

SECRETARY'S REPORT

Approval of Minutes

John Forbis made a motion to approve the minutes from the 2/15/19 Regular Meeting. Charlie Norz seconded the motion. The motion passed unanimously.

COMMUNICATIONS

Leslie Strauss reported that the District received a request from First Transit relative to a testimonial/recommendation on their services.

TREASURER'S REPORT – None.

COMMITTEE REPORTS

Finance Committee – none.

Marketing Committee

The Marketing Report was included in the Board's packet and included a copy of the flyer promoting the Xtra Mile initiative. The District has been working with CT Rides to market the program (at no cost to the District). CT Rides also markets Shoreline East. The District will receive feedback from CT Rides. Several "wordsmithing" items on the flyer will be addressed prior to distribution.

John Forbis suggested the District utilize a new electronic newspaper being developed by the Republican Town Committee in Lyme/Old Lyme to promote the District and its initiatives. Noel Bishop cautioned the District about the perception of endorsing a political party by using the Lyme/Old Lyme electronic

newspaper. Leslie recommended that the paper be reviewed prior to the District's use for advertising/marketing.

Legislative Committee

Joe Comerford reported that the annual Legislative Breakfast and First Selectman's Breakfast were well attended. Joan has also met with the Lt. Governor and Senator Needleman. All were supportive of 9TT.

Transit Advisory Committee – no report.

COG Update

Joe Comerford reported that the Transit Study is in the preliminary phase. The Committee has been meeting bi-weekly and a stakeholders list is being developed. Streetlight data is currently being analyzed and a meeting with Facility contractors has been scheduled in May. The intent is to utilize the Wendell data already collected.

Joe reported that the new DOT Commissioner has not yet been involved in busing and is relying on Dennis Solensky, Bureau Chief. Joe will coordinate with Sam Gold, Executive Director RiverCOG, to invite the new Commissioner to a RiverCOG meeting.

EXECUTIVE DIRECTOR'S REPORT

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

- To date, the State has not responded to the ADA Paratransit request. Joe has discussed the matter several times with the Bureau Chief who agrees that the District should have received a response. Joe will contact our Legislators regarding the matter next week.
- All 13 buses have been delivered. One additional large bus is expected in January 2020. By next year, the entire fleet will have been replaced.
 - Work is on-going regarding the "Buy America" component to the Federal funding for the buses. The manufacturer was slow to reply to the request; however, Joe has complied with the requirement.
- It is expected that all of the new buses will be on the road within the next few weeks.
 - Jamie updated the Board on the process for registering the buses with the DMV (took over 6 hours at the DMV office).
- The FTA's Triennial Review was delayed because of the government shutdown. No new information has been received relative to the review.
- Specifications for the AVL system (automatic vehicle locating) have been finalized and we await a third quote. The program will allow riders to see where the buses are via their smart phones. It is anticipated that the program will begin in the Summer.
- We will be purchasing an IVR (interactive voice response) system to call Dial A Ride riders and remind them of their trip.
- The State has provided written approval to proceed with joining the State's radio system. We will need to purchase radios compatible with the State's system and there are currently funds in the budget for this purchase.

John Forbis 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.

Charlie Norz thanked Halyna for taking the time to review with him the financial operations of the District.

Halyna reported no concerns regarding Cash Flow.

Halyna reported on several initiatives completed in recent months that required extensive administrative work including:

- Many of the grants expired this year and had to be resubmitted.
- The Taxi Voucher program required extensive time to develop billing and related spreadsheets.
- The new buses required additional paperwork relative to billings, contracts, etc.
- The Triennial Review
- New Rte. 81 route
- State Management Review

The Board thanked the staff for their due diligence regarding the projects.

Noel Bishop made a motion to accept the Finance Manager's Report as presented. Angus MacDonald seconded the motion. The motion passed unanimously.

OPERATIONS MANAGER'S REPORT

The Operations Manager's Report was included in the Board's packet. Jamie reported on several events the District attended including:

- PT101 in Madison.
- An all day event at Mohegan Sun.
- The Driver Appreciation Breakfast hosted by Joe and Jamie was well attended.

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

OLD BUSINESS

Micro-Transit Pilot

Joe Comerford presented a PowerPoint outlining the Micro Transit service area.

NEW BUSINESS

Publication of FY20 Budget

A copy of the proposed FY20 Budget was included in the Board packet. The Finance Committee reviewed the document in detail and a Public Hearing on the budget will be scheduled. It is anticipated that the Board will vote on the budget at the June meeting. Note that requirement to approve the budget in Executive Session has been eliminated.

John Forbis made a motion to publish the FY20 Budget as presented. Virginia Zawoy seconded the motion. The motion passed unanimously.

John Forbes suggested that \$25,000 from Contingency be used to market the District. There is currently \$30,000 in the Contingency line. Joe Comerford recommended that a consultant be hired to market the District. The Board's policy requires no RFP for projects under \$50,000, just 2 proposals.

Bus Disposal Resolution

Noel Bishop made the following motion:

WHEREAS, the Estuary Transit District has received two replacement buses; and

WHEREAS, the Estuary Transit District wishes to dispose of buses 1102, 1211, 1302, 1303, 1311, 1312, 1313 and 1003 are beyond their useful life as established by the Federal Transit Administration guidelines;

THEREFORE BE IT RESOLVED, that the Executive Director, Joseph Comerford, hereby is authorized on behalf of the Estuary Transit District to dispose of said vehicles in accordance with Connecticut Department of Transportation guidelines, which includes auction and/or donation to a municipality.

John Forbes seconded the motion. The motion passed unanimously.

Maintenance Contract

Joe Comerford recommends that the Maintenance Contract with Mal's be extended for an additional year. The District has been satisfied with their services. While the new buses are under warranty, costs associated with preventative maintenance items will still be realized.

John Forbes made a motion to extend the Maintenance Contract with Mal's for an additional year.

Susan Tyler seconded the motion. The motion passed unanimously.

CHAIR COMMENTS

Leslie Strauss reported that all appropriate paperwork relative to the line of credit at Essex Savings Bank has been signed.

Leslie Strauss reported that she has received positive comments regarding the new buses and that a rider reported that bus driver Mary is excellent.

BOARD MEMBER COMMENTS – John Forbes thanked board members for their letters in support of the NOAA initiative.

VISITOR COMMENTS – David Lee thanked the Board for the opportunity to work with 9TT. Also Jamie will be participating in the 5/7 Regional Meeting. She will offer a presentation on Para Transit.

NEXT MEETING – Friday, June 21, 2019 – 9:30 a.m.

ADJOURNMENT

Susan Tyler made a motion to adjourn the meeting at 10:49 a.m. Charlie Norz seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Suzanne Helchowski
Clerk