

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT ETD MEETING

ESTUARY TRANSIT DISTRICT
FINANCE COMMITTEE MEETING
WEDNESDAY, FEBRUARY 19, 2020

Call To Order

The meeting of the Estuary Transit District Finance Committee was called to order by John Forbis at 9:35 a.m. at the Estuary Transit Offices, Centerbrook, Connecticut.

Roll Call

Those in attendance included: John Forbis, Chairman; Peter Bierrie, Charles Norz, Susan Tyler and Joan Gay.
Staff: Joe Comerford, Halyna Famiglietti and Lisa Gibson

Pledge

John Forbis led the Pledge of Allegiance.

Discussion of Budget vs. Actual and Cash Flow Forecast

The Cash Flow Forecast and Budget vs. Actual reports were included in the Committee packet. Halyna Famiglietti reported she has no concerns regarding cash flow. Charles Norz suggested that the budget vs. actual variance be adjusted to show true positive or negative based on budget. Halyna completed her review of the budget vs. actual reports.

Review of ADA Paratransit, XTRA Mile (micro transit) Budget and Middlesex Outpatient Program

Halyna provided a copy of the budget for ADA, XTRA Mile and Middlesex Outpatient Program. Joe Comerford reported that a policy needs to be prepared on how to bill ADA trips as the billing can get complicated.

We are currently moving forward with XTRA Mile at no fare. Currently 9Town is the only transportation for PHP which is down in ridership from this time last year. Joe Comerford stated that 9Town would also be working with VEYO locally (Chester, Deep River, Essex and Old Saybrook) for Medicaid clients as it fits in to existing ETD hours.

Joe Comerford mentioned that ETD receives \$5,700 income from the Clinton Trolley. The Town of Old Saybrook is also interested in a trolley service. Joe will put a capital request for a new trolley. The trolley service is billed at an hourly rate.

Discuss marketing for Route 81

Joe Comerford suggested that the same vendor used for the XTRA Mile marketing rollout would be used for re-marketing Route 81. The Ridership on this route (Middletown-Outlet Mall) has not done as well as expected and a marketing campaign could generate the desired ridership increase.

Discuss status of CT DOT compensation for XTRA Mile and options going forward

Joe Comerford stated that CDOT has not yet funded any of the investment in XTRA Mile. Although DOT recently had a meeting about the XTRA Mile pilot, there has been not progress with payment or fee structure. Susan Tyler suggested once a complete of numbers could be analyzed at April close, the committee could discuss a rate structure for the service based on ridership. The Finance Committee made a decision to assess the XTRA Mile service at the conclusion of one year of service numbers at a special Finance Meeting in May.

Discuss newest technology for on board payment and transit information

Joe Comerford discussed the fare options at 9Town and that we are currently assessing software options that will help 9Town move toward the state system and be the most advantageous for the business. As it is beneficial for less cash handling, a marketing program geared toward using the fare app is also being proposed. Susan Tyler questioned the system security strength in light of recent breach at COD. Joe Comerford stated that ETD is insured and that offsite backups are done often on the server.

Discussion of Items for February 21, 2020 Regular Board Meeting

Joe Comerford stated there would be a site study presentation. The process of preparing accurate budget numbers, staffing numbers, and fleet numbers for the study required much input from ETD staff. Charles Norz suggested another board session should be set for discussion of the information gathered from the bus study. John Forbis stated that the board could re-brief after the meeting via email. Joan Gay also asked that a joint meeting be held between MTD and ETD regarding the bus study presentation in the near future.

Other Business

John Forbis made a motion to change the Finance Committee Meeting time for 2020 from 9:30 a.m. to 10:00 a.m. Susan seconded the motion. The motion passed unanimously.

Adjournment

John Forbis made a motion to adjourn the meeting at 11:45 a.m. Susan seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Lisa Gibson
Administrative Secretary

John Forbis
Treasurer