

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT ETD MEETING

ESTUARY TRANSIT DISTRICT
REGULAR MEETING
July 8, 2022
Middletown Offices and via ZOOM

CALL TO ORDER

The meeting was called to order by Leslie Strauss, Chairman at 9:07 a.m.

ROLL CALL

A quorum was established with the following board members present: Charlie Norz, Leslie Strauss, Tim Griswold, David Lahm, Beverly Lawrence, John Hall, DG Fitton, Angus McDonald, Joan Gay, and Karl Kilduff.

Also in attendance: Joe Comerford, Sam Gold, Christina Dennison, Brendan Geraghty, Irene Haines.

VISITOR COMMENTS – None.

SECRETARY’S REPORT

Charlie Norz made a motion to accept the minutes from the Board Meeting dated 6/10/22. The motion was seconded and passed unanimously.

Joan Gay made a motion to accept the Expansion Transition Committee minutes of 6/28/22. Charlie Norz seconded the motion. The motion passed unanimously.

CORRESPONDENCE – None.

TREASURER’S REPORT

Charlie reported that the first checks drawn on the new Webster Bank account have been signed. The transition from Essex Savings Bank to Webster Bank has been smooth.

Tim Griswold made a motion to accept the Treasurer’s Report as presented. David Lahm seconded the motion. The motion passed unanimously.

COMMITTEE REPORTS

Expansion Transition Committee

Joan reported:

- Graham Curtis, CT DOT attended the meeting and updated the committee on the progress made on facilities negotiations.
- The DOT has appointed a representative to the Fare Study Committee.
- Due to supply chain issues, the radio system (including portable) has been delayed.
- One supervisory position remains unfilled.

Angus McDonald made a motion to accept the Expansion Transition Committee report. Charlie Norz seconded the motion. The motion passed unanimously.

Laura Francis, Co-Chair of the Expansion Transit Committee, has taken a new position. Anyone interested in co-chairing the committee should contact Leslie or Joe.

Finance Committee – No report.

Legislative Committee

Joan reported that the first combined Legislative/First Selectmen meeting went very well and she thanked board members for their participation. The next meeting is scheduled on July 13th and all are invited to attend.

John Hall made a motion to accept the Legislative Committee report as presented. Angus McDonald seconded the motion. The motion passed unanimously.

VISITOR COMMENTS

Sam Gold reported:

- Brendan Geraghty was welcomed to the COG and ETD. He began his duties as a “shared” Transportation Planner and is working on the implementation of the Regional Bus Study.
 - The COG’s attorney has reviewed the COG’s Agreement with ETD for his services and the agreement is ready to be executed.
- The COG continues to explore opportunities for grants in the Federal Transit Bill.

EXECUTIVE DIRECTOR’S REPORT

Joe Comerford reported:

- As of July 1, the Districts are “merged”. All employees moved over to ETD effective July 1. The transition has been smooth and uneventful.
 - The Board, Management and Staff were thanked for their work in this successful transition.
- Studies
 - Fare study – Recommendations for a new fare are being developed. Joe has been meeting weekly with the Consultant.
 - Marketing – A survey and the names of the 4 candidates will be forwarded to Board members.
 - HR – all “deliverables” have been provided and a new Policy Book has been recommended. The Board will review a Personnel Policy at the next Board meeting.

Angus McDonald made a motion to accept the Executive Director’s Report as presented. Charlie Norz seconded the motion. The motion passed unanimously.

NEW BUSINESS

Trans Ad Agreement

Joe reported that the Agreement with Trans Ad is expiring but there is a one year “option” (with existing terms of the contract). Joe recommends that the Board move forward with the additional year “option” and re-evaluate next year. There is a minimum \$12,000 per year guaranteed revenue from the ads with an additional 51% of net sales (note that this figure was affected by the Pandemic).

David Lahm made a motion to exercise the one year option with Trans Ad. Joan Gay seconded the motion. The motion passed with Leslie Strauss voting in opposition to the motion.

AVL Resolution

Joe reported that one bid (from the current contractor) was received relative to AVL software (Automated Vehicle Location). We requested a combined AVL for the entire fleet. One AVL system will allow one app for the entire District that can also be used across the state to provide real time bus locations via Google, facilitate signage and improve data collection for planning purposes. Joe continued that as the current vendor, he has been satisfied with the services that have been provided by Passio Technologies.

Angus McDonald made the following motion:

WHEREAS, bids for an experienced Contractor to provide Automated Vehicle Location (AVL) software for the Estuary Transit District (ETD), were solicited and opened on May 31, 2022;

BE IT RESOLVED, that Passio Technologies be awarded the bid to assume responsibility for the aforementioned tasks;

RESOLVED FURTHER, that the Executive Director, Joseph Comerford, hereby is authorized on behalf of the ETD to negotiate and execute all necessary contract documents with Passio Technologies in an amount not to exceed \$400,000.00.

Charlie Norz seconded the motion. The motion passed unanimously.

Francis Recognition Resolution

As reported above Laura Francis, First Selectwoman, Durham, has taken another position and resigned from the ETD.

Joan Gay made the following motion:

WHEREAS, Laura Francis led the effort for the Town of Durham to join the Estuary Transit District to strengthen the agency and ensure the viability of public transit in the region; and

WHEREAS, she has served on the Middletown Transit District Board of Directors as the representative for the Town of Durham; and

WHEREAS, she has served on the Executive Board for the Middletown Transit District as Co-Chair; and

WHEREAS, she has served as Co-Chair of the MOA/ETC Committee; and

WHEREAS, she has been an invaluable leader and contributor to the Boards of Middletown Transit District and Estuary Transit District in the merger process of the two Districts; and

WHEREAS, she has been an invaluable contributor to the Board in all areas of transit concern,

NOW, THEREFORE BE IT RESOLVED that the ETD acknowledges and accepts her resignation as a Board Member and Officer, and further, wholeheartedly thanks her for her many years of outstanding contributions and service.

Charlie Norz seconded the motion. The motion passed unanimously.

OLD BUSINESS – None.

CHAIR COMMENTS

Leslie reported that the DOT is changing the exit numbers on Rte. 9. She has requested that the DOT, via Ducci Electrical (owner of the signs) offer old exit signs to merchants and/or Chester Historic Society. She encouraged board members to let her know if they are interested in the “old” Rte. 9 signs.

Leslie requested Board members’ opinion on meeting in-person (also keeping the hybrid option for those not comfortable attending in-person meetings). The majority of the Board members are comfortable meeting in-person.

Brendan Geraghty introduced himself and provided a brief background. He is a recent graduate of UMASS with Masters Degree in Planning. He looks forward to working with the COG and ETD.

BOARD MEMBER COMMENTS - None.

EXECUTIVE SESSION – None.

ADJOURNMENT

Joan Gay made a motion to adjourn the meeting at 10 a.m. David Lahm seconded the motion. The motion passed unanimously.

Next Meeting – August 12, 2022 – 9:00

Respectfully Submitted,

Suzanne Helchowski
Clerk