

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT ESTUARY TRANSIT DISTRICT MEETING

ESTUARY TRANSIT DISTRICT
REGULAR MEETING
6/15/12

17 INDUSTRIAL RD., CENTERBROOK CT

CALL TO ORDER

The regular meeting of the Estuary Transit District was called to order by Leslie Strauss, Chairman at 9:03 a.m.

PLEDGE OF ALLIEGENCE

Leslie Strauss led the Pledge of Allegiance.

ROLL CALL

A quorum was established with the following Board members present: Roland Laine, Dick Smith, Richard Cabral, Leslie Strauss, John Forbis, Virginia Zawoy, and Ralph Eno.

Staff members presented included: Joe Comerford, Halyna Famiglietti, Paul Tyrrell

Absent – Jack Spangler, Noel Bishop

VISITOR COMMENTS –None

SECRETARY'S REPORT

Minutes

Roland Laine made a motion to approve the meeting minutes from the April 20, 2012 meeting. Ralph Eno seconded the motion. The motion passed unanimously.

Correction – Note that the meeting and the executive session ended in the a.m., not p.m. as indicated.

Communications - Virginia Zawoy reported that a letter approving the District's rural funding grant application for FY 2013 to 2016 has been received from the State.

TREASURER'S REPORT - None

FINANCE COMMITTEE REPORT – John Forbis reported that the Finance Committee has identified items for the auditor to review.

MARKETING REPORT

The Marketing Report was included in the Board's packet and included a Press Release on the Dial a Ride service in Haddam.

Joe Comerford reported that over 100 individuals “follow” the District on Facebook. Pictures from the Bus Rodeo were posted and “liked” on Facebook. Also, the website receives a significant number of monthly “hits”.

Leslie Strauss reported that the 9TT bus stop is being utilized at Middlesex College. Also, Chester displayed a 9TT bus at their recent open house night. She continued that due to bridge work in Chester, the bus will be re-routed.

EXECUTIVE DIRECTOR’S REPORT

The Executive Director’s Report was included in the Board’s packet.

Joe Comerford reported the following:

- The State has approved the purchase of six buses. The DOT is now approving the purchase of buses in advance of funding; which will speed the process.
- The District is able to utilize the First Transit tire contract at significant savings.
- Fare usage has been shifting to pre-paid fares as opposed to cash. Also tickets sales at Stop & Shop are up significantly. Joe Comerford will pursue selling tickets at Middlesex College.
- The low floor bus is scheduled to arrive the week of 6/18/12.
- The Killingworth route was not funded by the State.

FINANCE MANAGER’S REPORT

The Finance Manager’s Report, Budget vs. Actual Report, Bank Statements and Cash Flow Report were included in the Board’s packet.

Halyna Famiglietti reported that a surplus is not expected at the end of the fiscal year. A request for funds has been submitted to the State and it is anticipated that payment will be received for the Shoreline Shuttle route and the S.E. route.

Dick Smith made a motion to accept the Finance Managers Report as presented. Ralph Eno seconded the motion. The motion passed unanimously.

OPERATIONS MANAGER’S REPORT

The Operations Manager’s Report was included in the Board packet.

Paul Tyrrell reported the following:

- The 20 passenger bus is highly utilized
- Scheduling changes and consistency in the schedule has increased ridership on the Shoreline Shuttle.
- On June 10, 2012, 3 drivers participated in the Bus Rodeo. One driver won 4th place.
- A 67% increase has been seen in the S.E. Shuttle route
- The new buses will allow for 19 passengers and standing

- Another training class is being started. Madison has requested that the District train their drivers.
- Due to issues with the DMV and physicals, two drivers were unable to be hired.

Virginia Zawoy made a motion to accept the Operations Manager's Report as presented. Roland Laine seconded the motion. The motion passed unanimously.

OLD BUSINESS

Cash Handling Policy – The Fare Revenue Handling Policy and Procedure was included in the packet. The policy formalizes the best practices and incorporates the auditor's recommendations.

Richard Cabral made a motion to approve the Fare Revenue Handling Policy as presented. John Forbis seconded the motion. The motion passed unanimously.

NEW BUSINESS

Problem Resolution Policy – the Policy was included in the packet.

The Board discussed step 2 of the policy and the Executive Director's role in the process. It was suggested that any grievance be put in writing from the beginning of the process. Also, the first point of contact for an employee should be their immediate supervisor. The interim Appeals Committee consists of Richard Cabral, Ralph Eno and Leslie Strauss. The policy will be revised and re-visited at the next meeting.

Job Description Policy – the Policy was included in the packet.

A committee consisting of Noel Bishop, Richard Cabral and Virginia Zawoy was formed to review job descriptions.

Richard Cabral made a motion to change the order of the agenda to discuss the Maintenance Service Contract. Roland Laine seconded the motion. The motion passed unanimously.

A representative from Mals Auto and Truck Repair was present to discuss their proposal. The Mal's proposal along with the current contract was distributed and reviewed by the Board. The Committee reviewed the proposal, toured the facility and spoke to customers. The Committee recommends that the Board award the contract to Mals Auto and Truck Repair.

Richard Cabral made a motion to authorize the Executive Director, on behalf of the ETD to negotiate and execute an agreement by and between ETD and Mal's Auto and Truck Repair, Inc. John Forbis seconded the motion. The motion passed unanimously.

Richard Cabral made a motion to return to the order of the agenda. John Forbis seconded the motion. The motion passed unanimously.

Employee Salary Increases – Halyna Famiglietti reported that no raises were given in the last year. A 3.5% raise was included in next year’s budget. The District’s drivers are paid less than other CDL drivers which makes it difficult to attract and retain drivers.

Currently, not all of the drivers are CDL trained. The Board discussed offering CDL trained drivers more per hour.

Dick Smith recommended that a 2.5% increase be effective July 1, 2012 with a possible additional 1% increase in January 2013, after review by a Committee. Also, \$.50 per hour more for CDL trained drivers. A Committee will be formed to discuss base pay rate, benefits and CDL pay rate.

John Forbis made a motion to offer a 2.5% increase effective 7/1/12. Richard Cabral seconded the motion. Discussion followed.

The Board discussed the possibility of an additional 1% increase effective in January, after review and determination by the Committee.

John Forbis withdrew the motion.

John Forbis made a motion to grant a 2.5% across the board salary increase effective 7/1/12 and budget an additional 1% increase beginning January 2013. However, the decision to grant the additional 1% will be dependent upon a separate vote of the Board at the October 2012 Board meeting. Richard Cabral seconded the motion. The motion passed unanimously.

John Forbis made a motion to set up a Committee of the Board to examine prevailing wage rates in bus companies vs. 9TT wages, including salary, benefits, CDL certification and any other pertinent information. The Committee is to report to the Board at the October 2012 meeting. Richard Cabral seconded the motion. Discussion followed.

Richard Cabral recommended that a new Committee is not necessary and the Finance Committee should study the issue.

The motion passed unanimously.

The Finance Committee will review the issue along with Dick Smith and Ralph Eno.

Dick Smith made a motion to revise the CDL policy and increase the rate of pay for CDL drivers from \$.25 to \$.50 per hour effective 7/1/12. John Forbis seconded the motion. Discussion followed:

It was reported that 8 drivers are currently CDL certified.

The motion passed unanimously.

Dick Smith made a motion to add Bus Purchase to the agenda. Virginia Zawoy seconded the motion. The motion passed unanimously.

Bus Purchase – Richard Cabral made a motion to authorize the Executive Director on behalf of the ETD to negotiate and execute all necessary contract documents required to purchase six body on chassis buses for the ETD from Matthews Buses, Inc. and Shepard Brothers in an amount not to exceed \$546,000, pending approval by the Connecticut DOT. Virginia Zawoy seconded the motion. The motion passed unanimously.

CHAIR COMMENTS – None.

BOARD MEMBER COMMENTS

Ralph Eno reported that the Mid State and CRERPA MPO's have merged. He suggested that the Board consider how 9TT will address growth of the District without jeopardizing the current operation. Richard Cabral agreed and added that the Board should control the growth of the District.

Richard Cabral expressed concern regarding the lack of a route in Killingworth. Joe Comerford responded that the Dial a Ride service is utilized in Killingworth. The District's long term plan includes a route through Killingworth.

VISITOR COMMENTS – None.

EXECUTIVE SESSION –

Ralph Eno made a motion to go into Executive Session at 11:15 a.m. for the purpose of discussion on the 2013 budget. ETD staff was invited into the Executive Session. Virginia Zawoy seconded the motion. The motion passed unanimously.

Regular Session resumed at 11:17 a.m.

No action taken.

Dick Smith made a motion to approve the 2013 Budget as presented. John Forbis seconded the motion. The motion passed unanimously.

The next meeting is scheduled for August 17, 2012.

ADJOURNMENT

Virginia Zawoy made a motion to adjourn the meeting at 11:18 a.m. Ralph Eno seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Suzanne Helchowski

Recording Clerk