

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

ESTUARY TRANSIT DISTRICT
REGULAR MEETING
8/17/12

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 ALLEGIANCE

Leslie Strauss led the Pledge of Allegiance.

ROLL CALL

A quorum was established with the following Board members present: Leslie Strauss, John Forbis, Virginia Zawoy, Jack Spangler, Richard Cabral, Ralph Eno, Noel Bishop, Roland Laine and Dick Smith (arrived at 9:15).

Staff members presented include: Joe Comerford, Halyna Famiglietti, Paul Tyrrell, and David Lee.

VISITORS'S COMMENTS – None.

Richard Cabral made a motion to suspend the order of business and move to New Business Item 1, Management Contract. Ralph Eno seconded the motion. The motion passed unanimously.

David Lee, First Transit, reported that the District is currently in the third, one year option (ending in November 2012) of the Management Contract with First Transit. He is requesting that the Board continue the option for one additional year, through November 2013. At that time, a new contract will be needed and the District, per Federal regulations, must go through the RFP process. The parameters of the RFP will be determined by the Board.

Richard Cabral made a motion to move to the normal Order of Business as indicated on the agenda. Virginia Zawoy seconded the motion. The motion passed unanimously.

SECRETARY'S REPORT

Minutes

John Forbis made a motion to approved the minutes from the June 15, 2012 meeting as presented. Richard Cabral seconded the motion. The motion passed unanimously.

Correspondence

A letter was received from the DOT stating they have reviewed the June 30, 2011 audit of the Estuary Transit District.

A letter was received from the Essex Fire Department requesting that the District donate a used vehicle to the Department. Joe Comerford reported that there is no bus available at the present time; however, he anticipates delivery of new vehicles in the near future. He continued that the District donated a bus to Old Saybrook Youth & Family Services. Any funds over \$5,000 resulting from the sale of a vehicle must be returned to the State.

Noel Bishop suggested that Joe Comerford contact the First Selectmen of the participating towns and inform them that buses may be available to their towns. Ralph Eno added that depending on the response from participating towns, a lottery may be necessary to determine distribution of buses. Also, the Board should establish a written procedure for the donation of vehicles.

The Board will discuss further at the October meeting.

The meeting recessed at 9:31 a.m. The meeting resumed at 9:38 a.m.

TREASURER'S REPORT - None

FINANCE COMMITTEE REPORT

John Forbis made a motion to approved the minutes from the August 2, 2012 Finance Committee meeting as presented. Jack Spangler seconded the motion. The motion passed unanimously.

John Forbis proposed that the Finance Committee meet regularly every other month, alternate of the Regular Board Meeting. Board members agreed and Mr. Forbis will report back to the entire Board.

Richard Cabral thanked the Finance Committee for taking this initiative.

MARKETING REPORT

The Marketing Report was included in the Board's packet and included a Press Release on the increase in ridership, website information, and photos from a recent event in Chester.

Joe Comerford reported that the website receives over 1000 "hits" per month from all over the world. Twenty percent of the "hits" are from mobile devices.

EXECUTIVE DIRECTOR'S REPORT

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

Joe Comerford reported the following:

- The DOT approved the purchase of 6 additional buses and the process is progressing faster than in prior years. When delivered, all of the District's buses will be within the useful life span (4 years) of a vehicle. This will keep maintenance costs down.
- Stimulus money is being used to purchase the new vehicles.
- Maintenance Contract – The contract with Mal's Auto began on July 1, 2012. Mal's is utilizing the First Transit contracts where possible (tires and batteries). The District is extremely happy with the services provided by Mal's.

- The District has requested that the State add an additional morning and evening run for the Shoreline Shuttle. The State is currently considering.

Joe Comerford will send Mal's a letter expressing the District's satisfaction with their work.

Virginia Zawoy made a motion to accept the Executive Director's Report as presented. Richard Cabral seconded the motion. The motion passed unanimously.

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 year-end adjustments have been made. She anticipates that the State will refund money for the Shoreline Shuttle. She continued that she expects no year-end deficit.

Since Stop & Shop started selling bus passes, sales have increased. (doubled). Stop & Shop's sale of passes allows for less cash handling and work for the District and better accessibility and costs savings for customers.

Richard Cabral made a motion to accept the Finance Manager's Report as presented. John Forbis 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 new bus has 19 seats and can hold up to 10 standing riders.
- The Finance Committee has been discussion the possibility of hiring full time drivers.
- A Route through Killingworth is being discussed. A survey to determine the location of pick-ups and drop offs will be conducted.
- A route to Middletown also stops in Haddam although Haddam is not a member of the District.
- Ridership continues to grow and the District has added fixed routes.

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

OLD BUSINESS

Compensation Review

A Compensation Review, via a Power Point presentation was discussed by the Board.

Finding indicate that a more stable workforce is needed in the District. The growth of ridership demands bigger buses and more CDL certified drivers. It is recommended that the District hire 2 to 4 full

time drivers to be funded as grants become available. In the future the implementation of a step increase for drivers is suggested along with limited benefits and vacation days. The costs of the recommendations were discussed. For the next fiscal year, the approximate cost is \$7,000.00.

Additional information will be developed, including an overall picture of staff and operational needs/costs.

Dick Smith made a motion to schedule a Special Meeting on 9/21/12 @ 9:00 a.m. at the ETD offices for the purpose of action on recommendations for benefits and driver's compensation. All informational material will be available one week prior to the meeting. Ralph Eno seconded the motion. The motion passed unanimously.

OLD BUSINESS

Problem Resolution Policy – A copy of the updated Policy was included in the packet.

Ralph Eno made a motion to amend the policy and direct the Chair to form a Grievance Committee to resolve conflicts. Noel Bishop seconded the motion. The motion passed unanimously.

Roland Laine made a motion to approve the policy as amended. Ralph Eno seconded the motion. The motion passed unanimously.

Leslie Strauss appointed the following representative to the Grievance Committee: Ralph Eno, Richard Cabral and Dick Smith.

NEW BUSINESS

Management Contract

Ralph Eno made a motion to exercise the option to extend the Management Contract for one year. Richard Cabral seconded the motion. The motion passed unanimously.

Bus Disposal Approval

Richard Cabral made a motion to approve the following Authorizing Resolution:

Whereas, the Estuary Transit District has received one replacement bus and will receive one replacement bus; and

Whereas, the Estuary Transit District wishes to dispose of buses 0602 (CT plate #5024) and 0702 (CT plate #5189) as said vehicles are beyond their useful life as established by the CT DOT;

Therefore, be it resolved, that the Executive Director Joseph Comerford hereby is authorized on behalf of the ETD to dispose of said vehicles in accordance with CT DOT guidelines, which includes auction and/or donation to a municipality.

John Forbis seconded the motion. The motion passed unanimously.

Emergency Preparedness

Noel Bishop reported that the State recently mandated that the Towns participate in an emergency preparedness exercise. The availability of ETD buses in the event of an emergency was discussed.

Noel Bishop will discuss the protocol with Dave Roberge (Old Lyme EOC) and Joe Comerford.

Richard Cabral made a motion to table the discussion on Emergency Preparedness. John Forbis seconded the motion. The motion passed unanimously.

Map 21 Overview

Joe Comerford presented an overview of the Map 21 (Transportation Bill).

The Board discussed the classification of Urban vs. Rural as it pertains to funding.

Virginia Zawoy left the meeting at 11:13 a.m.

CHAIRMAN COMMENTS - None

BOARD MEMBER COMMENTS - None

VISITOR COMMENTS – None.

A special meeting is scheduled 9/21/12.

The regular meeting is scheduled 10/19/12.

ADJOURNMENT

Richard Cabral 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