

ESTUARY TRANSIT DISTRICT  
REGULAR MEETING  
17 INDUSTRIAL PARK ROAD  
CENTERBROOK, CONNECTICUT  
OCTOBER 18, 2013

These minutes are subject to approval at the next Estuary Transit District Meeting

CALL TO ORDER

The meeting was called to order by Leslie Strauss, Chairman, at 9:02 a.m.

PLEDGE OF ALLEGIANCE

Leslie Strauss led the Pledge.

ROLL CALL

A quorum was established with the following Board members present: Noel Bishop, Virginia Zawoy, John Forbis, Ralph Eno, Leslie Strauss, Joan Gay, Peter Bierrie, and Roland Laine.

Staff Present: Halyna Famiglietti, Joe Comerford, Allison Meshnick

Guests: Mary Seiger, Lyme Youth Services, Courtney Burks, Director, Westbook Senior Center, Betty Jones, Vista Vocational

Absent: Dick Smith

VISITOR'S COMMENTS

Mary Seiger, Courtney Burks and Betty Jones have agreed to participate on the recently formed Transit Advisory Committee (required to meet Title 6 requirements). Additional members include Judy Potter, Chester resident and Jean Mathon, Middlesex Community College student. John Forbis will Chair the committee. This Committee will provide outreach to the communities and feedback to the Board from the perspective of the riders.

The Committee will schedule their meetings at locations throughout the District. All meeting locations will be accessible via a 9TT bus route and members of the committee will receive free bus fare to attend the meetings.

SECRETARY'S REPORT

Peter Bierrie made a motion to approve the minutes from the 8/16/13 Regular Meeting. John Forbis seconded the motion. The motion passed unanimously.

Roland Laine made a motion to approve the minutes from the 9/13/13 Special meeting. Peter Bierrie seconded the motion. The motion passed unanimously.

John Forbis made a motion to approve the minutes from the 9/20/13 Rte. 81 Committee meeting. Roland Laine seconded the motion. The motion passed unanimously

Roland Laine made a motion to approve the minutes from the 10/10/13 Finance Committee meeting. John Forbis seconded the motion. The motion passed unanimously.

### COMMUNICATIONS

A letter from Hudson and Kilby, Attorney, regarding the retirement of Marianne Kilby was included in the Board packet. Ms. Kilby recommends Suzanna McCauley as her replacement.

A thank you letter to Rives Potts, Pilot's Point Marina, for use of their facility for the Board Workshop was included in the Board packet.

TREASURER'S REPORT – None

### COMMITTEE REPORTS

Finance Committee – None

Marketing Report - The Marketing Report was included in the Board packet. Highlights of the report include:

- Press Releases
  - 9TT named YMCA Business of the Year
  - Essex Fire Department received retired transit bus
- Facebook Stats
- E-mail newsletters being distributed regularly
- Website report

The District is working with Vista on sales and marketing of passes to their students and a U-Pass program with Middlesex Community College.

9TT will be assisting the Kennedy Center with presenting Public Transit 101 on 10/30 @ LEARN in Old Lyme.

Joan Gay reported that the Killingworth Crier printed information on the District; however, it was listed under Senior News. She did follow-up and informed them that the 9TT services are open to all individuals. Joe Comerford will also follow-up to clarify that services are not just for Senior citizens.

Noel Bishop reported that 9TT information will be included in the Neighbor to Neighbor packet that will be distributed to new residents.

### Route 81 Committee

Virginia Zawoy, Joan Gay and Joe Comerford met with Senator Meyer to update him on the proposed Rte. 81 Route. He was very supportive of the plan and suggested 9TT meet with representatives from other towns along the Shoreline (Branford, Guilford).

Joe Comerford distributed information on the Madison-Middletown Proposed Bus Rte.

### EXECUTIVE DIRECTOR'S REPORT

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

As reported at the 8/16/13 Board meeting, the replacement bus funded for this year is still awaiting DOT approval.

The new parking lot at the Old Saybrook Station is progressing. This parking lot will house a 9TT bus stop. Peter Bierrie suggested that the District pursue placing a bus shelter at the Essex Town Hall as their parking lot is now being renovated.

### FINANCE MANAGER'S REPORT

The Finance Manager's Report was included in the Board packet.

Leslie Strauss reported that the advertising contract (less than 2% of the budget) has been officially cancelled; however, all outstanding contracts will be honored. The advertising will phase out by mid 2014. The contractor will inform advertisers that the District will no longer be utilizing the bus wraps.

### OPERATIONS MANAGER'S REPORT

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

Allison Meshnick reported that complaints have dropped 14% and that all complaints reported in September were found to be invalid.

Board members were encouraged to participate in the BBQ scheduled on Monday, 10/21.

John Forbis made a motion to accept the Executive Director's Report, the Finance Manager's Report and the Operations Manager's Report. Peter Bierrie seconded the motion. The motion passed unanimously.

OLD BUSINESS – None

### NEW BUSINESS

Passenger Suspension Appeal

A letter from Peggi Walsh appealing her lifetime suspension was included in the Board packet. The Board discussed same.

Ralph Eno made a motion to deny the appeal. Roland Laine seconded the motion. Discussion followed.

The safety of passengers and drivers was discussed.

Peter Bierrie called the question.

The motion passed unanimously. The lifetime ban stands.

#### Appointment of Counsel

Peter Bierrie made a motion to appoint Suzanna McCauley, Hudson & Kilby, as the Estuary Transit District legal counsel. Noel Bishop seconded the motion. Discussion followed:

The Board discussed the possibility of an annual review of services.

Joe Comerford reported that we are not obligated to go out to bid for these services since the dollar value is low and we are not using legal services frequently.

The motion passed unanimously.

#### Appointment of Joan Gay and Liz Glidden (Haddam Town Planner) to Rte. 81 Committee

Virginia Zawoy made a motion to appoint Joan Gay and Liz Glidden to the Rte. 81 Committee. John Forbis seconded the motion. The motion passed unanimously.

#### Transit Advisory Committee Appointments

Roland Laine made a motion to appoint Mary Seidner, Betty Jones, Jean Mathon, Courtney Burks and Judy Potter to the Transit Advisory Committee. Peter Bierrie seconded the motion. The motion passed unanimously.

#### Grievance Committee Appointment

Noel Bishop made a motion to appoint Roland Laine to the Grievance Committee. Ralph Eno seconded the motion. The motion passed unanimously.

#### Pay Day Policy Update

John Forbis made a motion to approve the Pay Day Policy as updated. Roland Laine seconded the motion. The motion passed unanimously.

#### Fare Discussion/CT Transit Fare Increases

Joe Comerford distributed information on proposed bus fares to be effective 1/5/14. Any increase in fares must be presented at a Public Hearing. No formal action is necessary at this time. Joe recommends that the Board wait until to CT Transit sets their rates. The Finance Committee has reviewed the document and felt it appropriate to increase to \$13.50 for a 10 ride pass and \$51 for a monthly pass. The Board agreed.

This item will be discussed at an Advisory Committee meeting.

#### Regional Plan of Conservation and Development

Joe Comerford reported that Jean Davies, Council of Governments (COG), as requested the District's input as they review their Plan of Conservation and Development.

Leslie Strauss suggested that the COG could provide data on the growth potential of the District based on demographics.

#### Lease Renewal

Leslie Strauss reported that the District's five-year building lease expires in September 2014. The District has been discussing the possibility of a facility with the DOT, but it is not anticipated that the DOT will "put a shovel in the ground" within the next five years.

Joe Comerford reported on the difficulty in receiving comparable generator quotes. He is awaiting generator specifications from the DOT

The Board discussed the possibility of a "generator on demand" contract.

John Forbis made a motion to authorize Joe Comerford, Executive Director, to enter into lease discussions on the current property. Peter Bierrie seconded the motion. The motion passed unanimously.

#### Retreat Follow Up

Joe Comerford distributed a Retreat Priorities Progress Update.

Noel Bishop reported that he met with Rives Potts, Pilot's Point Marina. Mr. Potts is interested in the possibility of utilizing 9TT services for his customers.

#### CHAIR COMMENTS

Leslie Strauss reported on a very productive meeting with DOT representatives and legislators regarding a new facility. However, as previously reported, it will be at least 5 years before a "shovel hits the ground".

Leslie Strauss reported on a Transit Coop Report regarding a distracted driving policy. Joe Comerford commented that the District enforces the distracted driving policy in the manual.

The Senior Survey was distributed and shows favorable results.

BOARD MEMBER COMMENTS

John Forbis suggested that a Summer Intern position be discussed at the next Board meeting.

VISITOR COMMENTS – None

NEXT MEETING - December 20, 2013 – 10:00 a.m.

ADJOURNMENT

Peter Bierrie made a motion to adjourn the meeting at 11:15 a.m. Roland Laine seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Suzanne Helchowski  
Clerk