

ESTUARY TRANSIT DISTRICT
SPECIAL MEETING

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

April 5, 2012

CALL TO ORDER

The special meeting of the Estuary Transit District Finance Committee was called to order by John Forbis at 10:00 a.m. at the Estuary Transit Offices, Centerbrook, Connecticut.

ROLL CALL

A Quorum was established. Those in attendance included: John Forbis, Jack Spangler, and Roland Laine

Absent: None

Staff: Joe Comerford, Halyna Famiglietti, Christina Denison

Guests: None

PLEDGE

John Forbis led the Pledge of Allegiance.

PRESENTATION OF PROPOSED FY 2011-2012 BUDGET AMENDMENT

A copy of the Proposed FY 2011-2012 Budget Amendment was included in the Committee's packet.

Halyna Famiglietti presented the revisions to the approved FY 2011-2012 budget. She reported that changes to the budget are due to increases in salaries and maintenance fees as a result of additional hours on the Shoreline shuttle, Southeast shuttle and the Mid-Shore Extension. She noted that fare revenues on the Southeast shuttle increased from \$2,000 to \$4,000, while the Mid-Shore shuttle experienced an \$11,000 deficit. This deficit is offset by the New Freedom Grant.

Jack Spangler expressed his frustration over the cost of rural transportation. Joe Comerford agreed that rural transportation is very expensive, but stated that statistically all transportation companies operate at a loss. He noted that ridership is

steadily increasing due to recent changes made in the schedule. This increase in ridership will ultimately drive the cost per ride down.

John Forbis noted that the budget which was approved in May 2011 indicates fare revenues at \$50,000. The revised budget, which is based on 9 months of information, shows revenues up at \$77,900.

Joe Comerford noted that the revised budget would not have to be presented at a public hearing.

John Forbis made a motion to recommend adoption of the proposed FY 2011-2012 Budget Amendment. Roland Laine seconded the motion. The motion was unanimously adopted.

PRESENTATION OF PROPOSED FY 2012-2013 BUDGET

A copy of the Proposed FY 2012-2013 Budget was included in the Committee's packet.

Jack Spangler questioned how the fuel line item was calculated. Halyna Famiglietti stated that the fuel cards provide accurate records of the amount of gasoline used. Currently about 5,000 gallons of gasoline are used per month. The new budget allows for 5,500 gallons. She explained that \$3.96 per gallon (which does not include 43 cents per gallon for State and Federal taxes) was budgeted. John Forbis questioned if \$3.96 per gallon was a suitable average with the price of gasoline so volatile. Joe Comerford stated that this figure could be adjusted.

John Forbis asked if the budget included salary increases for the drivers. Halyna Famiglietti indicated that the budget does not allow for pay increases this year, but raises were built into the budget for the next fiscal year.

John Forbis made a motion to recommend adoption of the proposed FY 2012-2013 Budget. Roland Laine seconded the motion. The motion was unanimously adopted.

TOWN OF HADDAM AGREEMENT

Joe Comerford reported that the Board is still waiting to hear from the Town of Haddam's First Selectman.

OTHER BUSINESS

Maintenance Contract/New Facility

Joe Comerford reported that the maintenance contract which expires at the end of the current fiscal year will be going out to bid. Of major concern is the cost of parts. Mr. Comerford stressed that maintenance costs could be greatly controlled if ETD had a larger facility to house its own maintenance department and gasoline pumps.

Roland Laine suggested two possible locations in Old Saybrook which are currently owned by the State. He will further investigate these properties and report back to the Committee.

John Forbis strongly urged the Committee to do all it could to find a more suitable location and suggested that an appropriate sum of money be added to the proposed FY 2012-2013 budget to address any real estate matters that may arise.

Advertising

Jack Spangler vehemently expressed his dislike for bus side advertising. Joe Comerford reported that ETD is taking steps to reduce the amount of bus side advertising. The Board is still waiting to hear back from the advertising company regarding proposed changes to the advertising contract.

Joe Comerford announced that ETD has partnered with Middlesex Community College ("MCC") to promote the "Take the Bus to College" campaign. MCC will pay the entire cost of a billboard advertising the program in Old Saybrook.

John Forbis and Roland Laine suggested advertising in the New London Day/Shoreline Publications papers and each of the nine towns' magazines.

New Busses

Joe Comerford reported that by the end of the year, ETD will be the first transit company in the State to have a "low floor mini-bus" equipped with a handicap ramp. A new diesel bus will also be added to the fleet.

School Transportation

John Forbis reported that he and Joe Comerford recently met with the Old Lyme High School principal to discuss the possible use of ETD's services for afterschool programs.

ADJOURNMENT

Jack Spangler and John Forbis commended Joe Comerford and Halyna Famiglietti for the excellent job they do.

John Forbis made a motion to adjourn the meeting at 11:56 a.m. Jack Spangler seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Christina Denison
Administrative Secretary