

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

ESTUARY TRANSIT DISTRICT
REGULAR MEETING
October 19, 2012

17 Industrial Rd., Centerbrook, Connecticut

CALL TO ORDER

The regular meeting of the Estuary Transit District was called to order by Leslie Strauss, Chairman at 9:04 a.m.

PLEDGE OF ALLEGIANCE

Leslie Strauss led the Pledge of Allegiance.

ROLL CALL

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

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

Absent: Ralph Eno, Dick Smith

The Board observed a moment of silence in honor of Jack Spangler, Essex representative.

VISITOR COMMENTS – None.

SECRETARY'S REPORT

Approval of Minutes

Richard Cabral made a motion to approve the minutes from the 8/17/12 meeting. Roland Laine seconded the motion. The motion passed unanimously.

Richard Cabral made a motion to approve the minutes from the 9/21/12 meeting. Virginia Zawoy seconded the motion. The motion passed unanimously.

Richard Cabral made a motion to approve the minutes from the 10/17/12 Finance meeting. Roland Laine seconded the motion. The motion passed unanimously.

Communications

Bill Harned, First Transit, performed a maintenance review of records and the new maintenance contractor. He provided a good report as a result of the review.

Included in the Board packet was a letter from Bonnie Reemsnyder, First Selectman Old Lyme, to Governor Malloy commending Joe Comerford and the District for their service to the residents of the District.

COMMITTEE REPORTS

Finance Committee - John Forbis reported that the Committee did a detailed review of the District's finances year to date. The Maintenance line was higher than budgeted. Joe Comerford reported that the new contractor is addressing deferred maintenance items; thus, the increase.

A bus replacement schedule was distributed. The protocol for the Altoona Test, a comprehensive test to determine bus replacement, was discussed. The District is replacing 3 buses, two have been received and one is expected next week.

John Forbis reported that fares are 10 to 15% higher than expected and advertising is up.

Retirement Plan – Joe Comerford requested that a Committee be formed to discuss the responsibilities and liabilities of the District regarding the employee retirement plan. He continued that when the plan was reviewed two years ago, it was determined that all employees were invested in the same fund (default). Information was provided to employees at that time and they became more “engaged” in their plan. The goal is to keep employees “engaged” on a regular basis. The Finance Committee plans to solicit services from financial firms. Noel Bishop will discuss with the Town of Westbrook's Director of Finance and provide input.

Richard Cabral made a motion to accept the Finance Committee Report. Roland Laine seconded the motion. The motion passed unanimously.

Marketing Committee

The Marketing Report was in the Board packet and included statistics on the website usage.

Leslie Strauss reported that one press release will be developed when all of the new buses are received and painted.

The new Dial A Ride Service has been advertised in the Haddam Events publication.

Bus schedules have been distributed to local pharmacies. Board members were encouraged to take schedules to town halls, libraries etc.

Joe Comerford and Leslie Strauss participated in the Old Saybrook Chamber of Commerce Business Expo. The event was well attended. Joe Comerford will contact the Middlesex Chamber of Commerce regarding their upcoming Expo.

Richard Cabral made a motion to accept the Marketing Report. John Forbis seconded the motion. The motion passed unanimously.

Emergency Preparedness Report

Noel Bishop reported that a meeting will be scheduled with First Selectmen, Joe Comerford and EOC Directors to discuss 9TT's role/availability in the event of an emergency/disaster.

Richard Cabral made a motion to accept the Emergency Preparedness Report. John Forbis seconded the motion. The motion passed unanimously.

Virginia Zawoy reported that she will speak with First Selectman Fritz, Clinton, regarding her appointment letter.

EXECUTIVE DIRECTOR'S REPORT

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

Joe Comerford reported that the new procurement card program is in place and replaces the Bank of America card. The program offers better controls and does not tie into any individual's credit.

Joe Comerford has been involved with the discussion between Shoreline East and the Town of Old Saybrook regarding parking at the train station. The plans include a pull out area and a shelter. Shoreline East and First Selectman Fortuna are supportive of the District's continued presence at the train station.

Richard Cabral made a motion to accept the Executive Director's Report. Noel Bishop 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 packet.

Halyna Famiglietti reported that State and Federal reimbursements have not yet been received creating a cash flow issue. The State suggested that the District use their line of credit. The line of credit will be paid back when funding is received. Joe Comerford reported that borrowing from the line of credit is authorized yearly at the annual meeting; therefore, no official action is needed at this time.

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

OPERATIONS MANAGER'S REPORT

Paul Tyrrell reviewed the ridership figures that were included in the Board packet.

Paul Tyrrell reviewed the complaint procedure. If/when a complaint is received the camera footage is reviewed. If an effort to provide better review capability and enhanced safety on the bus, Paul recommends disconnecting the radios in the buses. The Board agreed.

Joe Comerford added that passengers are being surveyed and feedback will be provided to the Board.

Paul Tyrrell reported on the following:

- 14 drivers received safety awards at this year's Award Dinner.
- Ridership figures on the Mid Shore and South East runs will be reviewed further by Mike Guerra, DOT
- Riverside Shuttle drivers were commended for their service.
- The new bus is currently being painted.

Leslie Strauss suggested that Sunday service could be beneficial. Joe Comerford responded that he is currently working on a planning document. This document will be reviewed with the Board upon

completion. He added that the immediate focus is to improve Saturday service, but Sunday service can be added to the plan.

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

OLD BUSINESS

Donation of Vehicles

Joe Comerford reported that 3 buses will be available for donation. To date, 3 letters requesting a bus have been received from the Essex Fire Dept., Town of Westbrook and Town of Clinton.

The Board feels it appropriate to donate buses as requested.

Richard Cabral made the following motion:

Whereas the ETD will receive 2 replacement buses; and

Whereas the ETD wishes to dispose of bus 0801 (CT plate #5382) and bus 0803 (CT Plate #5384) 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.

Roland Laine seconded the motion. Discussion followed:

Joe Comerford reported that the plan is to auction these buses as the head gaskets are blown. Noel Bishop requested that a staff member be permitted to inspect the buses prior to auction in the event that the bus could be donated to the Town. Joe Comerford responded that anyone is welcome to look at the bus.

The motion passed unanimously.

NEW BUSINESS

MPO Merger

Joe Comerford reported that the Mid State and Lower Valley Councils of Government have merged; however, an issue regarding weighted votes must still be resolved. Noel Bishop added that he has met with First Selectman Fortuna (Old Saybrook) and the Mayor of Middletown to discuss the issue. Any progress will be reported to the ETD Board. The sense of the ETD Board is one vote for each town.

Money Purchase Plan

Richard Cabral made the following motion:

Whereas the ETD has employees rendering valuable services; and

Whereas, the establishment of a money purchase retirement plan benefits employees by providing funds for retirement and funds for their beneficiaries in the event of death; and

Whereas, the Employer desires that its money purchase retirement plan be administered by ICMA-RC and that the funds held in such plan be invested in the Vantage Trust, a trust established by public employers for the collective investment of funds held under their retirement and deferred compensation plans;

Now Therefore Be It Resolved that the Employer hereby establishes or has established a money purchase retirement plan in the form of the ICMA Retirement Corporation Governmental Money Purchase Plan & Trust, pursuant to the specific provisions of the Adoption Agreement.

The Plan shall be maintained for the exclusive benefit of eligible employees and their beneficiaries; and

Be It Further Resolved that the Employer hereby executes the Declaration of Trust of Vantage Trust, intending this executive to be operative with respect to any retirement or deferred compensation plan subsequently established by the Employer, if the assets of the plan are to be invested in the Vantage Trust.

Be it Further Resolved, that the Employer hereby agrees to serve as trustee under the Plan and to invest funds held under the Plan in the Vantage Trust; and

Be It Further Resolved, that the Executive Director shall be the coordinator for the Plan; shall receive reports, notices, etc. from the ICMA Retirement Corp. or the Vantage Trust; shall cast, on behalf of the Employer, any required votes under the Vantage Trust; may delegate any administrative duties relating to the Plan to appropriate departments; and

Be It Further Resolved, that the Employer hereby authorizes Executive Director to execute all necessary agreements with ICMA Retirement Corporation incidental to the administration of the Plan.

Leslie Strauss seconded the motion. The motion passed unanimously.

Retirement Plan

Richard Cabral made a motion to add the following statement to Policy 320 Retirement Plan: “The employer portion will be contributed on a quarterly basis.” Roland Laine seconded the motion. The motion passed unanimously.

Route 81 Committee

Joe Comerford reported that a Rte. 81 route would benefit students commuting to Middlesex College. A Committee was formed to investigate further. Committee members: Virginia Zawoy, Chair, Richard Cabral and John Forbis.

Holiday Party – The Holiday Party is scheduled at the next 9TT meeting on December 21, 2012. The meeting will begin at 10 a.m. with the party immediately following the meeting.

ADJOURNMENT

Richard Cabral made a motion to adjourn the meeting at 11:22 p.m. Roland Laine seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Suzanne Helchowski
Clerk