

ESTUARY TRANSIT DISTRICT
SPECIAL MEETING
17 Industrial Park Road, Centerbrook, CT
March 8, 2013

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

CALL TO ORDER

The regular meeting of the Estuary Transit District was called to order by Leslie Strauss, Chairman at 9:05 a.m.

ROLL CALL

A quorum was established with the following Board members present: Peter Bierrie, Leslie Strauss, John Forbis

Via conference call: Virginia Zawoy, Noel Bishop, Ralph Eno, and Richard Cabral

Staff members present included: Joe Comerford and Paul Tyrrell.

Guests: Pat Trotta, Gayle Carbone

AUDIT

John Forbis made a motion to accept the 2012 Audit as presented. Peter Bierrie seconded the motion. The motion passed unanimously.

Pat Trotta reported that the audit uncovered no significant or material deficiencies resulting in a "clean opinion". The details of the audit are provided in the management letter. The state will not commit to several grants until they review the audit report.

OPERATIONS MANAGER POSITION

Paul Tyrrell reported that two individuals were interviewed for the Operations Manager position. One of the candidates, Allison Meshnick, First Transit, had supervisory experience.

Ralph Eno made a motion to amend the First Transit contract to allow for a new First Transit employee, Operations Manager at a rate of \$5,833 per month until the of the expiration of the First Transit Contract in November 2013. John Forbis seconded the motion. Discussion followed.

Joe Comerford commented that the RFP should be updated to include the Operations Manager position.

John Forbis suggested that the salary of this position be discussed with First Transit.

Leslie Strauss made a motion to amend the present contract with First Transit to include the position of Operations Manager at a rate not to exceed \$5,833 per month until the expiration of the contract. John Forbis seconded the motion. The motion passed unanimously.

RFP

Joe Comerford reported that the Committee presented the RFP at the last meeting. The only change is to add the Operations Manager position to the RFP.

John Forbis commented that any changes to the RFP should be reviewed by the Committee prior to Board approval.

Noel Bishop suggested that Joe Comerford amend the RFP to include the Operations Manager position and e-mail the amended document to the Committee members for review.

Leslie Strauss made a motion to empower the RFP Committee to approve and release the RFP for bid as soon as possible. Richard Cabral seconded the motion. The motion passed unanimously.

BUS DISPOSAL – Authorizing Resolution

Virginia Zawoy made a motion to approve the following resolution:

WHEREAS, the Estuary Transit District will receive one (1) replacement bus; and

WHEREAS, the Estuary Transit District wishes to dispose of the bus 0402 (VIN1FDWE35S04HA92298) as said vehicle is beyond its useful life as established by the CT COT;

THEREFORE, BE IT RESOLVED, that the Executive Director, Joseph Comerford, hereby is authorized on behalf of the Estuary Transit District to dispose of said vehicles in accordance with CT DOT guidelines, which includes auction and/or donation to a municipality.

The motion was seconded and passed unanimously.

EXECUTIVE SESSION – None.

The next meeting is scheduled 4/19/13 @ 9:00 a.m.

ADJOURNMENT

Richard Cabral made a motion to adjourn the meeting at 9:56 a.m. John Forbis seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Suzanne Helchowski
Clerk