

ESTUARY TRANSIT DISTRICT
REGULAR MEETING
17 Industrial Park Road, Centerbrook, CT
April 19, 2013

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: Peter Bierre, Leslie Strauss, Roland Laine, Ralph Eno, John Forbis, and Dick Smith, arrived at 9:21 a.m.

Absent: Noel Bishop

Staff members present included Joe Comerford, Halyna Famiglietti and Allison Meshnick

Guests: Morgan Wilderman

VISITOR COMMENTS

Morgan Wilderman, Westbrook High School student, reported on a Youth Job Fair scheduled on May 16, 2013 from 3:00 p.m. to 6:00 p.m. at the Westbrook Town Hall. The District will participate in the Job Fair with brochures/schedules and a bus.

SECRETARY'S REPORT

Approval of Minutes

John Forbis made a motion to approve the minutes from 2/15/13 meeting. Roland Laine seconded the motion. The motion passed with Virginia Zawoy abstaining.

Roland Laine made a motion to approve the minutes from 2/14/13 Finance meeting. Leslie Strauss seconded the motion. The motion passed with Virginia Zawoy and Leslie Strauss abstaining.

Roland Laine made a motion to approve the minutes from 3/4/13 Finance meeting. Ralph Eno seconded the motion. The motion passed with Virginia Zawoy and Leslie Strauss abstaining.

Note Gayle is the proper spelling of Gayle Carbone (Auditor) name.

Roland Laine made a motion to approve the minutes from 3/8/13 Special meeting. Ralph Eno seconded the motion. The motion passed unanimously.

Note: Galye Carbone and Pat Trotta participated in the meeting.

John Forbis made a motion to table the minutes from 4/11/13 Finance meeting. Ralph Eno seconded the motion. The motion passed unanimously.

PUBLIC HEARING – FY 13/14 Budget

FY 13/14 Public Hearing on the Budget began at 9:19 a.m.

No comments

John Forbis made a motion to close the Public Hearing at 9:20 a.m. Roland Laine seconded the motion. The motion passed unanimously.

COMMUNICATIONS

A letter of resignation from Richard Cabral, Killingworth representative, was received. The Board has 45 days to appoint a representative.

Joe Comerford reported that he spoke with Cathy Iino, Killingworth First Selectman, regarding a replacement.

A letter from the State of Connecticut regarding the 2013 Transit District Audit was included in the Board packet. Joe Comerford reported that 3 minor findings were noted. He has requested clarification on the findings. The one finding requiring action (public participation) will be addressed.

A thank you note from Paul Tyrrell was included in the Board packet.

A letter from Linda Krause, RiverCog, requesting 9TT representation was included in the Board packet. Ralph Eno is the current representative and is no longer interested in serving in this capacity. The Board thanked Ralph for his service to the COG.

An e-mail from Ricardo Almeida, DOT, regarding the pending payments was included in the Board packet. This is for information only. No action required.

TREASURER'S REPORT

John Forbis reported that the Committee met on 4/11/13 and discussed budget, fare structure, bank statements and cash flow. Recommendations include an increase in the advertising and printing costs from \$8,000 to \$12,000 for additional schedules and salary increases.

Roland Laine made a motion to accept the Treasurer's Report. Virginia Zawoy seconded the motion. The motion passed unanimously.

COMMITTEE REPORTS

Marketing Committee

The Marketing Report was included in the Board packet. A direct mail campaign was initiated in Haddam. Some inquiries have been received as a result of this mailer.

The Old Saybrook Bus Shelter dedication is scheduled for 4/25/13 @ 10 a.m. but may need to be re-scheduled.

The District will participate in a Social Services Volunteer Fair on 4/23/13 @ 5:30 p.m. in Old Lyme.

Emergency Preparedness Committee

Joe Comerford reported that he met with the Regional Emergency Management Group in New Haven and has a meeting scheduled with Don Izzo, Westbrook Emergency Management Director.

Route 81 Committee

Virginia Zawoy reported that a meeting is scheduled for the end of April. With Richard Cabral's resignation, another representative is needed on this committee. Joe Comerford will reach out to Haddam to fill this position. Peter Bierre will also participate in the Committee.

Management RFP Committee

Chris Dennison reported that the RFP was distributed, 6 responses were received and the proposals are due 4/22/13 @ 3:30 p.m. Once the proposals are received the RFP Committee will meet to review.

EXECUTIVE DIRECTOR'S REPORT

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

Joe Comerford reported:

- that the transition to the new Operations Manager was smooth.
- The new hybrid buses have an issue with the bearings. This issues is being addressed (under warrantee) by the manufacturer. John Forbis suggested that the technician from the manufacturer remain in the District to ensure the repairs are completed.
- The Old Saybrook Chamber of Commerce is celebrating their 75th anniversary and have requested a bus be wrapped commemorating this event.

FINANCE MANAGER'S REPORT

A copy of the Finance Manager's report was included in the Board packet. Halyna Famiglietti reported that John Forbis and the Finance Committee review the books on a monthly basis.

Halyna Famiglietti reported that February payments from the DOT have not yet been received and it may be necessary to use the line of credit. The protocol for using line of credit was discussed.

Dick Smith made a motion to approve the Finance Manager's Report. John Forbis seconded the motion. The motion passed unanimously.

OPERATIONS MANAGER'S REPORT

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

Allison Meshnick reported that the weather has had an impact on ridership.

Allison Meshnick reported that she is spending more time on the road, both in the buses and in the 9TT SUV, observing drivers to ensure appropriate supervision. She has also updated several review forms and has participated in training.

OLD BUSINESS – None.

NEW BUSINESS

Increase in Line of Credit

Peter Bierre made a motion to increase line of credit from with Liberty Bank from \$200,000 to \$300,000. John Forbis seconded the motion. The motion passed unanimously.

Peter Bierre made a motion to authorize Allison Meshnick to endorse checks and orders for the payment of money and withdraw funds and securities on deposit with Liberty Bank including without limitation telephone withdrawal requests, stop payment requests, request for wire and electronic funds transfers and requests for certified checks. John Forbis seconded the motion. The motion passed unanimously.

Bus Disposal

Virginia Zawoy made a motion to approve the Bus Disposal Resolution as presented. Peter Bierre seconded the motion. The motion passed unanimously.

Maintenance Contract Renewal

Joe Comerford reported that 9TT has a 5, one year contracts with Mals for Fleet Maintenance. There are no changes in pricing for years two and three.

Dick Smith made a motion to exercise year two of the contract as presented. Virginia Zawoy seconded the motion. The motion passed unanimously.

Appointment of Representative to RiverCOG

Ralph Eno made a motion to appoint Joe Comerford as the 9TT to the RiverCOG. John Forbis seconded the motion. The motion passed unanimously.

A letter reflecting this action will be sent to Linda Krause, RiverCOG.

Exercising Option Years to Auditor's Contract

John Forbis made a motion to pick up two option years for Seward and Monde for auditing of the next 2 fiscal years. Peter Bierre seconded the motion. The motion passed unanimously.

Title VI – Fare and Service Change Policy

The policy outlining the District's policy to solicit and consider public comments when considering fare increases and service changes was included in the Board packet. The Board discussed the parameters of the policy including English as Second Language (ESL) participation.

John Forbis made a motion to approve the Fare and Service Change Policy as presented. Peter Bierre seconded the motion. The motion passed unanimously.

Title VI – Public Participation Policy

The Board discussed the possible formation of an Advisory Committee to assist in the Public Participation Plan. This will be discussed further at a future meeting.

Roland Laine made a motion to approve the Public Participation Policy as presented. Ralph Eno seconded the motion. The motion passed unanimously.

Salary Increases

Joe Comerford reported that the Finance Committee recommends a 2% salary increase starting 4/1/13. Documentation outlining the financial implications of this increase was included in the Board packet.

John Forbis made a motion to approve the salary increases as presented. Roland Laine seconded the motion. The motion passed unanimously.

CHAIR COMMENTS

Lesley Strauss requested that the Board agenda include page numbers and the date of the meeting on each page.

BOARD COMMENTS

The Board discussed possible fueling options for the buses including a tank at one of the participating town landfills. Concerns include:

- Cost of installation
- Location of tanks
- Security
- Environmental

VISITOR COMMENTS - None

EXECUTIVE SESSION

Ralph Eno made a motion to go into Executive Session at 11:04 a.m. for the Publication of Budget FY 2013-14. John Forbis seconded the motion. Invited into Executive Session were Joe Comerford, Allison Meshnick, Halyna Famiglietti and Suzanne Helchowski. The motion passed unanimously.

No action taken.

Regular session resumed at 11:14 a.m.

John Forbis made a motion to approve the proposed FY 13/14 budget of the Estuary Transit District for publication. Peter Pierre seconded the motion. The motion passed unanimously.

Next meeting - 6/21/13

ADJOURNMENT

Dick Smith made a motion to adjourn the meeting at 11:16 a.m. Roland Laine seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Suzanne Helchowski
Clerk