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

ESTUARY TRANSIT DISTRICT
REGULAR MEETING
4/20/12

17 INDUSTRIAL RD., CENTERBROOK CT

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 ALLIEGENCE
Leslie Strauss led the Pledge of Allegiance.

ROLL CALL
A quorum was established with the following Board members present: Leslie Strauss, John Forbis, Virgina Zawoy, Noel Bishop, Jack Spangler and Ralph Eno.

Staff members presented included: Joe Comerford, Halyna Famiglietti, Paul Tyrrell, David Lee

Absent – Roland Laine, Dick Smith, Richard Cabral

VISITOR COMMENTS – David Lee commented that 9TT will receive national publicity via a national transit coop study, sponsored by the National Academy of Sciences and Federal Transit Administration featuring energy efficiency systems. The report will be released later this year and will be distributed to Board members. The Board commended Joe Comerford for his efforts.

SECRETARY'S REPORT

Minutes
Ralph Eno made a motion to approve the meeting minutes from the February 17, 2012 meeting. John Forbis seconded the motion. The motion passed unanimously.

Correction – page 5 –under New Business – correct spelling of "officers"

John Forbis made a motion to approve the meeting minutes from the April 5, 2012 Finance Committee meeting. Jack Spangler seconded the motion. The motion passed unanimously.

Communications - None

TREASURER'S REPORT

A Maintenance Report was distributed and included information on vehicle maintenance, fuel, driver's salary and driver benefits.

Joe Comerford reported that as the fleet ages, so do maintenance costs. Currently the District has 4 vehicles under 100,000 miles, 9 vehicles with over 100,000 mile and one vehicle at nearly 200,000 miles.

The average life of a vehicle is 100,000 miles. Joe is currently reviewing invoices to insure competitive pricing on parts. It was determined that Oasis Truck and Tire, located in Essex, will provide tires at 30% less than the District is currently paying. They will also check the tread depth monthly. It is possible that the District can save on parts by utilizing First Transit.

Joe Comerford reported that the maintenance contract expires in June and bids will be solicited. An RFP Committee will be appointed.

FINANCE COMMITTEE REPORT – None.

MARKETING REPORT

The Marketing Report was included in the Board's packet and included a Press Release regarding a fare increase, two new routes and the April schedule.

New marketing efforts include a billboard to be placed in Old Saybrook and paid for by Middlesex College promoting the 9TT connection with the college. The content of the billboard may be reviewed by the District.

The Website Report includes data on which routes are searched the most. The number of people using the website has increased 68%.

9TT is included in the area Events magazines.

The Board discussed the upcoming Connecticut Ride Week. The Board authorized Joe Comerford to participate in Connecticut Ride Week as he deems appropriate.

EXECUTIVE DIRECTOR'S REPORT

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

Joe Comerford reported the following:

- Kim Morton, First Transit, visited the District to review HR documentation.
- Ridership has been good on the two new routes that started in April
- Additional promotional work at Middlesex College should have a positive impact on the District.
- Joe Comerford and Leslie Strauss will participate in a 5/14/12 Madison BOS meeting to discuss participation in the District.
- Haddam has expressed interest in the District however, no written outline has been provided. Their Senior Center has expressed interest.

Leslie Strauss reported that Chester will have road detours beginning in July that may affect bus routes. She will provide additional information to Joe Comerford.

John Forbis made a motion to approve the Committee Reports and Executive Director's Report as presented. Jack Spangler 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's packet.

The deficit in the Shoreline Shuttle line on the Budget vs. Actual report has been discussed with the DOT. The District is awaiting their final response.

Virginia Zawoy made a motion to accept the Finance Managers Report as presented. Ralph Eno seconded the motion. The motion passed unanimously.

OPERATIONS MANAGER'S REPORT

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

Paul Tyrrell reported the following:

- New schedules have been distributed and additional signs have been posted.
- The new routes to New London began in and are doing well
- A bus will be included in the Chester Day celebration
- The Transit Rodeo is in June

Paul Tyrrell reported that the age of the busses is an issue and the District has requested funding for new vehicles. Joe Comerford added that the state is aware of our need and is currently re-allocating remaining Stimulus funding. New vehicles for 9TT are a priority. However, the state is slow to respond.

Ralph Eno made a motion to accept the Operations Manager's Report as presented. Noel Bishop seconded the motion. The motion passed unanimously.

OLD BUSINESS

Money Purchase Plan - tabled until the next meeting

Advertising Contract – The contract has been accepted and will be signed by both parties.

NEW BUSINESS

Cash Handing Policy – tabled until the next meeting

Seniority Policy, included in the packet, was re-named the Run Bidding Policy.

Jack Spangler made a motion to approve the Run Bidding Policy as presented. Noel Bishop seconded the motion. The motion passed unanimously.

Bus Purchase – Virginia Zawoy read the following into the minutes:

Resolved, that the Executive Director, Joseph Comerford, hereby is authorized on behalf of the Estuary Transit District to negotiate and execute all necessary contract documents required to purchase one body-on-chassis bus for the Estuary Transit District from the Greater New Haven District vehicle contract with Matthews Buses, Inc. in an amount not to exceed $110,000.

Ralph Eno made a motion to approve the above resolution as presented. Noel Bishop seconded the motion. The motion passed unanimously.

Note that all changes discussed have been incorporated and approved by the Finance Committee.

FY 2011-2012 Budget Revision

Ralph Eno suggested that the audit would adjust budget. Joe Comerford responded that the District would be over-spending since adding new grant items and extra services. However, for future consideration, it may be best to create generic line item anticipating these changes.

John Forbis made a motion to approve the budget revision as presented. Ralph Eno seconded the motion. The motion passed unanimously.

The 2012-13 Proposed Budget was included in the packet and has been presented to the Finance Committee.

DOT Authorizing Resolution

The DOT Authorizing Resolution was included in the packet and is required for Grant applications.

Ralph Eno made a motion to approve the DOT Authorizing Resolution as presented. John Forbis seconded the motion. The motion passed unanimously.

CHAIR COMMENTS –

Formation of RFP Committee

An RFP Committee to develop a new maintenance contract was formed and includes: John Forbis, Joe Comerford, Halyna Famiglietti, and Paul Tyrrell.

BOARD MEMBER COMMENTS – None.

VISITOR COMMENTS – None.

EXECUTIVE SESSION –

Ralph Eno made a motion to go into Executive Session at 10:45 a.m. for the purpose of discussion on the publication of the 2013 budget and the discussion of legal matters. ETD staff was invited into the Executive Session. Jack Spangler seconded the motion. The motion passed unanimously.

Regular Session resumed at 10:47 p.m.

No action taken.

Ralph Eno made a motion to accept the 2013 Budget as presented for publication. Noel Bishop seconded the motion. The motion passed unanimously.

The next meeting is scheduled for June 15, 2012.

ADJOURNMENT

Virginia Zawoy made a motion to adjourn the meeting at 10:48 p.m. Ralph Eno seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Suzanne Helchowski

Recording Clerk