

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT ETD MEETING

ESTUARY TRANSIT DISTRICT  
REGULAR MEETING  
17 INDUSTRIAL PARK ROAD  
CENTERBROOK, CONNECTICUT  
FRIDAY, FEBRUARY 21, 2020

CALL TO ORDER

The meeting was called to order by Leslie Strauss, Chairman at 9:34 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 Bierrie, Noel Bishop, Virginia Zawoy, John Forbis, Joan Gay, Susan Tyler, Charlie Norz and Leslie Strauss.

Absent: Angus MacDonald

Also in attendance: Staff: Halyna Famiglietti, Joe Comerford, Executive Director, Margaret Gomez, Operations Manager, Sam Gold, Executive Director, RiverCOG, representative from DOT and Anne Galbraith, ASG Planning.

VISITOR'S COMMENTS – None.

SECRETARY'S REPORT

Approval of Minutes

John Forbis made a motion to approve the minutes from the 12/18/19 Regular Meeting. Peter Bierrie seconded the motion. The motion passed unanimously.

John Forbis made a motion to approve the minutes from the 2/19/20 Finance Committee Meeting. Charlie Norz seconded the motion. The motion passed unanimously.

John Forbis made a motion to approve the minutes from the 12/30/19 Legislative Committee Meeting. Charlie Norz seconded the motion. The motion passed unanimously.

John Forbis made a motion to change the order of the agenda to agenda item VIII Committee Reports. Peter Bierrie seconded the motion. The motion passed unanimously.

Correspondence – None.

COMMITTEE REPORTS

Finance – None.

Bus Study Presentation

A copy of the Lower Connecticut River Valley Transportation Study was included in the Board's packet and is available at the Estuary Transit District Office. Ms. Galbraith, ASG Planning, provided an overview

of the study and was available to address questions/comments posed by Board member. A preliminary overview of the Bus Study was presented to the Board at the October 2019 meeting. Today's presentation has been reviewed by the Middletown Board.

The Board had extensive discussion on the Service Delivery Scenarios presented. These scenarios include: Independent Districts, with needed investments, Independent Districts, with shared functions and a Regional Service Delivery (merge). The "draft/preliminary" status of the report was stressed by the consultant.

John Forbis recommended that the DOT review the preliminary costs presented prior to finalizing any of the "scenarios".

The next steps for the study include:

- Development of a draft report to include recommendations relative to facilities, governance, service, detail financials, and implementation steps
- Public Outreach
- Final Report

Ms. Galbraith encouraged Board members to forward questions to Joe who will, in turn, send them to her.

#### NEW BUSINESS

##### Election of Officers

Noel Bishop made a motion to appoint the following Estuary Transit District officers:

Leslie Strauss	Chairman
Joan Gay	Vice Chairman
John Forbis	Treasurer
Susan Tyler	Secretary

John Forbis seconded the motion. The motion passed unanimously.

##### AAA Authorizing Resolution

Peter Bierrie made a motion to authorize the following:

RESOLVED, that the Executive Director, Joseph Comerford and/or in his absence or inability to act, the Chairman, Leslie B. Stauss, are hereby, authorized on behalf of the Estuary Transit District to negotiate and execute all necessary contract documents required to obtain funds from the Senior Resources Agency on Aging.

John Forbis seconded the motion. The motion passed unanimously.

##### DOT Authorizing Resolution

Peter Bierrie made a motion to authorize the following:

WHEREAS, the Estuary Transit District, pursuant to Chapter 103a, Section 7-272k of the General Statutes of the State of Connecticut, as revised, is empowered to enter into contracts for the purpose of subsidizing transit services, therefore

BE IT RESOLVED, that the Chairman, Leslie B. Strauss, and/or in her absence or inability to act, the Vice Chairman, Joan Gay, having been since February 21, 2020, are, hereby, authorized on behalf of the Estuary Transit District to negotiate and execute all necessary contract documents required to obtain funds from the Connecticut Department of Transportation.

John Forbis seconded the motion. The motion passed unanimously.

Appointment of Committees – Tabled.

Bus Purchase

Joe Comerford reported that ETD has all appropriate credentials in place to purchase buses. The DOT has asked that ETD purchase 3 buses on behalf of another transit district. Ownership of the buses would be immediately transferred to the other district.

Susan Tyler recommended that in return, the DOT should be asked to fund the XMile program. DOT representatives present at the meeting will bring this request to the appropriate individuals at DOT.

John Forbis made a motion to approve the purchases of buses for another district as presented and requested by DOT in an amount not to exceed \$300,000.00. Peter Bierrie seconded the motion. The motion passed with Susan Tyler abstaining from the vote.

COMMITTEE REPORTS CONTINUED

Legislative Committee

The recent Legislative Breakfast was well attended and well received. The First Selectman Breakfast is scheduled on March 3, 2020 at the ETD office.

COG Update

Sam Gold reported that he has been asked to speak at the upcoming Bus Co. Annual Breakfast. Joe will also attend to present the District's XMile program.

EXECUTIVE DIRECTOR'S REPORT

The Executive Director's Report was included in the Board packet. Highlights of the report include:

- Joe has been working on the Public Transit Safety Plan, as required by FTA. The plan is due in July and is required in order for the District to receive Federal funds.
- The final Gillig bus has been received and the three Ford body-on-chassis buses went into production in early February; 2 are completed and in transit, the final bus should be completed in early March.
- The radio equipment has been order and installation is scheduled for early April.
- The Interactive Voice Response project is behind schedule due to server connection issues.

Peter Bierrie made a motion to accept the Executive Director's Report. Susan Tyler seconded the motion. The motion passed unanimously.

FINANCE MANAGER'S REPORT

The Bank Statements, Cash Flow Forecast, and Budget vs. Actual reports were included in Board packet. These documents have all been reviewed by the Finance Committee.

Halyna reported no concerns regarding the reports.

John Forbis made a motion to accept the Finance Manager's Report as presented. Charlie Norz seconded the motion. The motion passed unanimously.

OPERATIONS MANAGER'S REPORT

The Operations Manager's Report was distributed to Board members.

Margaret Gomez provided an update on her first six months with ETD including:

- The XMile program continues to expand.
- The Coastal Academy event went well
- Driver training is on-going.

John Forbis made a motion to accept the Operations Manager's Report as presented. Virginia Zawoy seconded the motion. The motion passed unanimously.

OLD BUSINESS – None.

CHAIR COMMENTS – None.

BOARD MEMBER COMMENTS – None.

VISITOR COMMENTS – None.

NEXT MEETING – Friday, April 17, 2020 – 9:30 a.m.

ADJOURNMENT

John Forbis made a motion to adjourn the meeting at 11:30 a.m. Peter Bierrie seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Suzanne Helchowski  
Clerk