

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

ESTUARY TRANSIT DISTRICT  
REGULAR BOARD MEETING  
ETD OFFICES, 91 N. MAIN STREET, MIDDLETOWN, CT  
with REMOTE OPTION  
Friday, December 12, 2025

CALL TO ORDER

Leslie Strauss, Chair, called the meeting to order at 10:14 a.m. A roll call confirmed only nine (9) member towns present, with ten (10) required for quorum. Therefore, no official business could be conducted, and the agenda was adjusted to focus on items not requiring voting.

During the period without quorum, the Treasurer's Report and the following committee reports: Finance, Marketing, and Legislative were presented for informational purposes only. Members discussed the district's positive financial situation, reviewed the new marketing campaign and the success of the district's transit app and discussed the upcoming Legislative breakfast on January 20, 2026. There were no Visitor Comments or Communications.

At 10:40 a.m. (Item VII. 5, Transit Advisory Committee Report) Michael Pelton arrived, establishing a quorum with ten (10) member towns present. The meeting proceeded with official business.

Members Present: David Cox, DG Fitton, Timothy Griswold, John Hall, Beverly Lawrence, Christine Marques, Charles Norz, Michael Pelton, Brendan Rae, Kathryn Russell, Leslie Strauss

Staff: Shaun Bach, Joseph Comerford, Christina Denison (ZOOM), Mutez Ennab (ZOOM), Halyna Famiglietti, Brendan Geraghty, Lisa Gibson, Laurie McElwee

Absent: Michelle Benivegna, Joan Gay, James Irish, David Lahm, Robert McGarry

COMMITTEE REPORTS

Transit Advisory Committee

The Transit Advisory meeting minutes were included in the Board's packet. Tim Griswold provided an overview of the meeting including:

- Bus stop sign installation and the transition from flag stops to fixed stops
- Local issues and concerns

Fitton made a motion to accept the Transit Advisory Committee Report as presented. Beverly Lawrence seconded the motion. The motion passed unanimously.

Expansion Committee

Griswold reported on the potential membership of:

- East Haddam
- Madison
- Guilford
- Cromwell

The Committee will continue to evaluate the calculation of dues and will hold a workshop in January.

Fitton made a motion to accept the Expansion Committee Report as presented. Norz seconded the motion. The motion passed unanimously.

Personnel Committee – No report.

#### COG Update

Brendan Geraghty updated the Board on COG’s legislative work.

Russell made a motion to accept the COG Update as presented. Fitton seconded the motion. The motion passed unanimously.

#### EXECUTIVE DIRECTOR’S REPORT

Joe Comerford provided an update on the following:

- State Association Expo in Newington
- CTAA supervisor training class held at the District’s Middletown office
- Evaluation and updates of the district’s microtransit software
- National Transit Database report submission
- Electric Buses – a battery recall has significantly impacted the range and efficiency of the buses

Comerford reported that he has been selected to the State’s contactless fare equipment committee.

He was available to address questions/comments posed by Board members.

Fitton made a motion to accept the Executive Director’s Report as presented. Kathryn Russell seconded the motion. The motion passed unanimously.

#### TRANSIT PLANNERS REPORT

Geraghty provided:

- Brief update on Xtra mile ridership, highlighting significant growth across all zones
- Brief update on bus sign installation
  - Signs have been installed on state roads in Middletown. He is working with the City regarding town roads
  - Work continues with shoreline towns to obtain approval and feedback
  - Work continues with the State for permits and approval

Geraghty was available to address questions/comments posed by board members

Russell made a motion to accept the Transit Planner's Report as presented. Fitton seconded the motion. The motion passed unanimously.

#### FINANCE DIRECTOR'S REPORT

Copies of the financial reports (Budget vs. Actual and Cash Flow) were included in the Board packet and screenshared. No issues were reported.

Famiglietti was available to address questions/comments posed by Board members.

Fitton made a motion to accept the Finance Director's Report as presented. Norz seconded the motion. The motion passed unanimously.

#### ADDITION TO AGENDA

##### REGIONAL MOBILITY MANAGER'S REPORT

On a motion made and duly seconded, the Regional Mobility Manager's Report was added to the agenda before Item XI. The motion passed unanimously.

Laurie McElwee provided an update on her public outreach efforts and community engagement activities.

Fitton made a motion to accept the Regional Mobility Manager's Report as presented. John Hall seconded the motion. The motion passed unanimously.

#### OPERATIONS DIRECTOR'S REPORT

Ridership figures were included in the Board packet.

Jared Whitcomb introduced Shaun Bach as the District's new Operations Manager.

Whitcomb reported:

- Middletown is fully staffed; the Shoreline has several positions open
- The district is advertising for a new Training Manager and another Supervisor
- The district is looking at different dispatch software
- Ridership is up throughout the District

He was available to address questions/comments posed by Board members.

On a motion made and duly seconded, the Operations Director's Report was unanimously accepted as presented.

#### MAINTENANCE DIRECTOR'S REPORT

Nick Kulakowski reported:

- Preventive Maintenance services are back on track
- A second shift mechanic has been hired to improve response times and reduce reliance on external services.

He was available to address questions/comments posed by Board members.

On a motion made and duly seconded, the Maintenance Director's Report was unanimously accepted as presented.

#### AMENDMENTS TO AGENDA

On a motion made and duly seconded, the Agenda was amended to move the Facilities Committee Report and the Secretary's Report before Item XIII. The motion passed unanimously.

- FACILITIES COMMITTEE REPORT

The Facilities Committee meeting minutes were included in the Board's packet.

In the absence of Joan Gay, Committee Chair, Strauss reported on the ongoing work with consultants on the new maintenance facility, the terminal renovation and the site selection for a new shoreline facility.

On a motion made and duly seconded, the Facilities Committee Report was unanimously accepted as presented.

- SECRETARY'S REPORT

Copies of minutes from previous committee and Board meetings were included in the Board's packet. Fitton made a motion to accept all the minutes as presented as one item. Christine Marques seconded the motion. The motion passed unanimously.

#### NEW BUSINESS

##### FY27 Budget

Comerford reported that the State has requested scenarios for a \$30 million reduction, requesting each transit district to present options representing between 6-8% cuts to their fixed route programs. Comerford prepared scenarios for reductions between 6-11% and noted that in addition to service cuts, fare increases may also be necessary.

##### 2026-27 Town Dues

A copy of the proposed Town Dues for FY 27 was included in the Board's packet.

Fitton made a motion to approve a 3% increase in town dues for FY26-27. Russell seconded the motion. The motion passed unanimously.

##### Compensation Review

A copy of proposed Salary Increases Effective January 1, 2026 was included in the Board's packet.

Fitton made a motion, seconded by Hall to approve a fifty cent (\$.50) hour increase to all drivers-union and non-union-and all related employees. The motion passed unanimously.

### Drug and Alcohol Policy Approval

Copies of the amended Drug and Alcohol Policy and a summary of changes were included in the Board's packet.

Fitton made a motion to approve the amended Drug and Alcohol Policy as presented. Hall seconded the motion. The motion passed unanimously.

### Procurement Policy Approval

Copies of the amended Procurement Policy and a summary of changes were included in the Board's packet.

Fitton made a motion to approve the amended Procurement Policy as presented. Norz seconded the motion. The motion passed unanimously.

### 2026 Meeting Schedule

A copy of the proposed 2026 Meeting Schedule was included in the Board's packet.

Russell made a motion to accept the 2026 Meeting Schedule as presented. Norz seconded the motion. The motion passed unanimously.

OLD BUSINESS - None.

### CHAIR COMMENTS

Strauss reminded members of their responsibility to serve on at least one committee.

BOARD MEMBER COMMENTS – None.

EXECUTIVE SESSION – None.

### ADJOURNMENT

Fitton made a motion to adjourn the meeting at 11:55 a.m. Russell seconded the motion. The motion passed unanimously.

Next meeting – February 13, 2026 - 9 a.m.

Respectfully submitted,

Christina Denison  
Clerk