

ESTUARY TRANSIT DISTRICT
REGULAR BOARD MEETING
Friday, June 9, 2023
RVT Offices, Middletown and via ZOOM

CALL TO ORDER

Chairman Strauss called the meeting to order at 9:05 a.m. A quorum was established with the following board members present: DG Fitton (via ZOOM), Joan Gay, (via ZOOM), Tim Griswold, John Hall, Jim Irish (via ZOOM), Karl Kilduff, Beverly Lawrence (Via ZOOM), Angus McDonald, Charlie Norz, (via ZOOM), Bobbye Knoll Peterson (arrived at 9:20 a.m., Via ZOOM) and Leslie Strauss

Staff: Joe Comerford, Christina Denison (via ZOOM), Mutez Ennab, (via ZOOM), Halyna Famiglietti, and Jared Whitcomb

Absent: David Lahm

VISITOR'S COMMENTS – None.

SECRETARY'S REPORT

Kilduff made a motion to accept the minutes from the 5/12/23 Board meeting as presented. McDonald seconded the motion. The motion passed unanimously.

Fitton made a motion to accept the minutes from the 5/24/23 Special Board meeting as presented. McDonald seconded the motion. The motion passed with Kilduff abstaining.

Kilduff made a motion to accept the minutes from the 6/7/23 Finance Committee meeting as presented. Gay seconded the motion. The motion passed unanimously.

COMMUNICATIONS - None.

TREASURER'S REPORT – None.

COMMITTEE REPORTS

Facilities Committee —None.

Finance Committee

Norz reported that the Committee met earlier in the week, and everything is in order.

Kilduff made a motion to accept the Finance Committee Report as presented. Irish seconded the motion. The motion passed unanimously.

Marketing Committee

Strauss and Comerford reported:

- Selbert & Perkins is designing bus wraps for the SUVs, service trucks, and smaller buses.
- The website has been updated and should be fully live by the end of the month.
 - A Beta test is in progress.
 - A copy writer has been hired.
 - A clickable bus schedule has been added.
 - Many new imbeddable features, such as State’s trip planner, meeting agenda and minutes, and a real-time bus tracking app, have been added.
 - A Spanish translation is ongoing.
- Selbert & Perkins has designed a newsletter template. We currently have 2300 subscribers.

Kilduff made a motion to accept the Marketing Committee Report as presented. McDonald seconded the motion. The motion passed unanimously.

Legislative Committee – None.

Transit Advisory Committee -

Strauss reported that the District is actively recruiting members from the public to serve on the committee and has received several responses. Appointments will be made at the next Board meeting.

Griswold made a motion to accept the Transit Advisory Committee Report as presented. McDonald seconded the motion. The motion passed unanimously.

Service Study Committee – None.

Personnel Committee – None.

COG Update -

Geraghty reported:

- He has been working on the THRIVE Grant application which provides funding for a planning study to improve bus and rail services in the region.
- The Regional Housing Committee had its first meeting.
- Sam Gold, COG Executive Director, has given testimony on many bills this legislative session.
- A Regional Waste Authority is being developed.
- Household Hazardous Waste events have been well attended throughout the region.
- A new intern has been hired.
- A substantial amount of COG funding is in the Governor’s budget.

Geraghty answered questions from the members regarding affordable housing in the region.

Kilduff made a motion to accept the Transit Planner’s Report as presented. McDonald seconded the motion. The motion passed unanimously.

EXECUTIVE DIRECTOR'S REPORT

Comerford reported:

- Park Connect started Memorial Day weekend. Ridership has been strong.
- CIRSA Grant funding in the amount of \$5.7 million has been received.
- Allocations for our capital grant for this federal fiscal has been received. It includes:
 - Replacement of 3 buses
 - Funding for bus stops
 - Improvements to the Old Saybrook bus station.
 - \$340,000 in miscellaneous capital money
- A site visit for an environmental audit of the Middletown site was conducted by the First Transit environmental contractor and a storm water pollution plan is being developed.
- New HR software is being implemented.
- The Transit Advisory Committee is being re-introduced.
- A new training program for drivers will be implemented.
- Due to staffing issues, a delay in the changeover of the dispatching functions has been delayed.
- A contract for changing over the software that operates the XtraMile program has been negotiated with VIA. New software should be launched by August 1.

McDonald made a motion to accept the Executive Director's Report as presented. Kilduff seconded the motion. The motion passed unanimously.

TRANSIT PLANNER'S REPORT

Geraghty reported:

- Public outreach on the proposed schedule changes is wrapping up.
- Terminal and bus upgrades are ongoing.

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

FINANCE DIRECTOR'S REPORT

Famiglietti reported cash flow is solid. Per Griswold's suggestion, she will investigate opening a "sweep account." Famiglietti reminded everyone that town due invoices will be sent out at the end of month and encouraged everyone to pay promptly.

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

OPERATION DIRECTOR'S REPORT

Whitcomb reported:

- Ridership is down since fares were introduced in April.
- The District will begin a new training program for CDL drivers due inside staffing challenges and a limited driver pool.

Kilduff made a motion to accept the Operation Director's Report as presented. McDonald seconded the motion. The motion passed unanimously.

MAINTENANCE DIRECTOR'S REPORT

On behalf of Patrick Hevrin, Maintenance Director, who was unable to attend, Comerford reported:

- The mechanic is currently attending training on fare box repairs.
- PMIs on the Middletown buses are current.
- One Gillig and four cutaway buses are being prepared for disposal.
- Hevrin and the mechanic are now both certified in the Amerex Fire Suppression System.
- 3 out of 5 new buses have been wrapped.
- Pricing is being obtained for wrapping the larger buses.

McDonald made a motion to accept the Maintenance Director's Report as presented. Kilduff seconded the motion. The motion passed unanimously.

NEW BUSINESS

Approval of FY 23/24 Budget

No public comments were received.

Norz made a motion to approve the FY 23/24 budget as presented. Kilduff seconded the motion. The motion passed unanimously.

Approval of Auditing Services Contract

Fitton made the following motion:

WHEREAS, bids for an experienced contractor to provide professional auditing services for ETD, were solicited and opened on May 15, 2023;

BE IT RESOLVED, that Seward and Monde be awarded the bid to assume responsibility for the aforementioned tasks;

RESOLVED FURTHER, that the Executive Director, Joseph Comerford, hereby is authorized on behalf of the Estuary Transit District to negotiate and execute all necessary contract documents with Seward and Monde in an amount not to exceed \$125,000.00.

Kilduff seconded the motion. The motion passed unanimously.

OLD BUSINESS – None.

CHAIR COMMENTS

Strauss reported that the Board will continue to meet on a monthly basis through the end of calendar year but will discuss the meeting schedule at its November 2023 meeting. Strauss reminded everyone that the Middletown Arts Council hosts First Friday Events during the summer. The Corinthian Jazz Band, featuring Strauss and McDonald, will perform on July 7, 2023, in the terminal courtyard from 5 p.m. to 7 p.m.

BOARD MEMBER COMMENTS –None.

NEXT MEETING – July 14, 2023 - 9 a.m.

ADJOURNMENT

The meeting was adjourned at 10:15 a.m.

Respectfully Submitted,

Christina Denison
Clerk