

These minutes are subject to approval at the next Estuary Transit District Meeting

ESTUARY TRANSIT DISTRICT
REGULAR MEETING
VIA ZOOM

Friday, June 18, 2021

CALL TO ORDER

The meeting was called to order by Leslie Strauss, Chairman at 9:32 a.m.

ROLL CALL

A quorum was established with the following board members present: Charlie Norz, Noel Bishop, Susan Tyler, Joan Gay, Angus MacDonald, Karl Kilduff, Peter Bierrie, Tim Griswold and Leslie Strauss.

Also in attendance: Joe Comerford, Halyna Famiglietti, Lisa Gibson, Christina Dennison, Pat Hevrin

VISITOR COMMENTS – None.

SECRETARY'S REPORT

Susan Tyler made a motion to accept the minutes from the 4/16/21 Board meeting. Joan Gay seconded the motion. The motion passed unanimously.

Peter Bierrie made a motion to accept the Finance Committee minutes of 4/14/21 and 6/16/21. Joan Gay seconded the motion. The motion passed unanimously.

Noel Bishop made a motion to accept the MOA Committee minutes from April 2021 through June 2021. Joan Gay seconded the motion. The motion passed unanimously.

Tim Griswold made a motion to accept the Service Study Committee minutes of 4/22/21. Angus MacDonald seconded the motion. The motion passed unanimously.

Noel Bishop made a motion to accept the Legislative Committee minutes of 6/9/21. Joan Gay seconded the motion. The motion passed unanimously.

CORRESPONDENCE – None.

TREASURER'S REPORT – None.

COMMITTEE REPORTS

Finance Committee – None.

Marketing Committee

Joe reported that publicity; i.e. emails blasts, social media posts, etc. relative to the seasonal service (Park Connect Program) have been sent out by the District. Originally DEEP and DOT were tasked with developing this publicity but ultimately, the District designed the brochure and publicized the program.

Website visits have increased dramatically over the prior year and it is anticipated that Sunday services will expand quickly in the coming weeks.

Legislative Committee

Joan Gay reported that the recent First Selectman's Breakfast was well attended and very successful. An update on the District's programs, including an update on the status of the MOA, was provided to the First Selectmen and positive comments were received on same. A copy of the presentation has been emailed to all Selectmen.

MOA Committee

Susan Tyler provided a detailed summary on the status of the MOA including:

- The MOA Committee has met over 25 times since November.
- A Draft MOA was sent to DOT on 2/2/21
- On 4/9/21, agreement was reached with Dennis Solensky, DOT.
 - Dennis was to forward the document to the Legal Dept. for review.
 - On 5/6/21, Dennis notified the District that Legal would not approve the MOA.
 - Legal's concern was that the MOA included multi-year commitments.
 - Legal suggested a "Promissory Letter" in lieu of an MOA
 - DOT/Legal was to provide a draft Promissory Letter by the end of May
 - To date, no letter has been received.

ETD staff has been moved to the Middletown on offices as of 5/4. The Operational merger is anticipated to occur July 1, 2022. This would expand the District to 12 towns with the potential for an additional 6 towns joining for a total of an 18 member District.

Service Study Committee – No report at this time.

EXECUTIVE DIRECTOR'S REPORT

Joe Comerford reported:

- A Capital Grant application will be submitted in the upcoming weeks.
- The number of "Covid trips" has declined.
- The Board Management Software has been implemented.

Susan Tyler made a motion to accept the Executive Director's Report as presented. Peter Bierrie 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 issues relative to the Budget vs. Actual Report or the Cash Flow Report.

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

OPERATIONS DIRECTOR'S REPROT

Joe Comerford reported that ridership is rebounding steadily from the Pandemic. In addition:

- The Clinton Trolley service has started.
- The Madison Shuttle's ridership is low.
- There is a strong demand for the Xtra Mile service and ridership continues to grow.
- Ridership on the 641 Route is rebounding.

The District is experiencing challenges in hiring staff/drivers.

The District has worked with the Kennedy Center on a "refresher" class for Vista residents. During the Pandemic, Vista ridership decreased dramatically.

Susan Tyler made a motion to accept the Operations Manager's Report as presented. Peter Bierrie seconded the motion. The motion passed unanimously.

MAINTENANCE DIRECTOR REPORT

Patrick Hevrin reported:

- He is working with contractors with regard to building projects.
 - Most vehicles are now parked inside.
 - This will be beneficial during the winter months; i.e. snow removal from vehicles.
- Summer maintenance on vehicles is on-going.
 - It is anticipated that more "in house" maintenance to vehicles will be performed.
- Maintenance records are being inputted to allow for easy access.

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

NEW BUSINESS

Approval of FY 21/22 Budget

The 21/22 budget has been duly advertised and distributed to board members. Susan Tyler provided an overview of the budget including State funding, Town funding and budget drivers. Note that to date, the DOT has not responded to the District's request for TOD.

Noel Bishop made a motion to approve the FY 21/22 Budget as presented. Charlie Norz seconded the motion. The motion passed unanimously.

MOA Committee - New Charge

Noel Bishop made a motion to establish an Expansion Transition Committee, charged with the task of addressing various governance issues (such as bylaws, board policies, board committee structure, shared staffing agreements, etc.) for the newly expanded ETD transit district either through recommendation to the respective Boards of Directors of MAT and ETD or the delegation of decision-making by such respective Boards. Such Committee shall be comprised of the following ETD and MAT Board members: Laura Francis, Ed Bailey, Beverly Lawrence, Joan Gay, Angus MacDonald and Susan Tyler and shall continue in existence until such time as the operational expansion of ETD occurs. Peter Bierrie seconded the motion. The motion passed unanimously.

VEYO Agreement

A copy of the VEYO Agreement for medical transportation was included in the Board's packet. The District's attorney has reviewed the documents and minor revisions have been forwarded to VEYO.

Charlie Norz made a motion to authorize Joe Comerford, Executive Director, to sign the VEYO Agreement, subject to Chairman and Treasurer approval. Peter Bierrie seconded the motion. The motion passed unanimously.

OLD BUSINESS - None.

CHAIR COMMENTS - None.

BOARD MEMBER COMMENTS - None.

VISITOR COMMENTS – None.

EXECUTIVE SESSION

Noel Bishop made a motion to go into Executive Session at 10:39 a.m. for the purpose of First Transit negotiations (only Board members were invited into the Executive Session). Charlie Norz seconded the motion. The motion passed unanimously.

Regular Session resumed at 11:15 a.m.

No action taken.

ADJOURNMENT

Angus MacDonald made a motion to adjourn the meeting at 11:17 a.m. Peter Bierrie seconded the motion. The motion passed unanimously.

Next Meeting – August 20, 2021 – (in-person, at Middletown facility)

Respectfully Submitted,

Suzanne Helchowski
Clerk