



**ESTUARY TRANSIT DISTRICT
REGULAR BOARD MEETING
MAT Garage, 91 N. Main Street, Middletown, CT
with Remote Options
August 20, 2021 at 9:30 AM**

AGENDA

- I. Call to Order — Chair Leslie Strauss
- II. Roll Call — Sec C. Norz
- III. Public Hearing to Discuss XtraMile Fares
- IV. Visitor's Comments
- V. Communications — C. Norz
- VI. Executive Session for the purpose of discussing negotiations with First Transit
- VII. Secretary's Report — C. Norz
 - [1.](#) Acceptance of MOA Committee Minutes June 14, 2021 - July 26, 2021
 - [2.](#) Acceptance of Finance Committee Minutes August 18, 2021
 - [3.](#) Acceptance of Board Meeting Minutes June 18, 2021
- VIII. Executive Session for the purpose of discussing negotiations with the DOT
- IX. Treasurer's Report — S. Tyler
- X. Committee Reports
 1. MOA Committee — S. Tyler, Chairman
 2. Legislative Committee — J. Gay Committee
 3. Finance Committee — S. Tyler, Chairman
 - [4.](#) Marketing Committee — L. Strauss, Chairman
 5. COG Update — J. Comerford
- XI. Operations Director's Report — J. Whitcomb
- XII. Executive Director's Report — J. Comerford
 - [1.](#) Ridership Report
 - [2.](#) ParkConnect Report
- XIII. Finance Director's Report — H. Famiglietti
 - [1.](#) Budget vs Actual Report
 - [2.](#) Cash Flow Report
- XIV. Maintenance Director's Report — P. Hevrin
- XV. Next Meeting — October 15, 2021 at 9:30 AM with Remote Options

XVI. New Business

1. XtraMile Fares
2. Discussion of Route 81
3. Approval of Employee Sharing Agreement

XVII. Old Business

XVIII. Chair Comments

XIX. Board Members Comments

Join Zoom Meeting

<https://us02web.zoom.us/j/85937468836?pwd=eFBRM3NBYNueGF3Mm80cExvU2Z5Zz09>

Meeting ID: 859 3746 8836

Passcode: 105452

One tap mobile

+19294362866,,85937468836#,,,,*105452# US (New York)

+13017158592,,85937468836#,,,,*105452# US (Washington DC)

Language Assistance is available. If you need assistance, please call Lisa at 860-510-0429 ext. 104 at least 48 hours prior to the meeting.

XX. Adjournment

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT
ESTUARY TRANSIT DISTRICT and MIDDLETOWN TRANSIT DISTRICT BOARD MEETINGS

ESTUARY TRANSIT DISTRICT
MIDDLETOWN TRANSIT DISTRICT
SPECIAL EXPANSION TRANSITION COMMITTEE MEETING
ZOOM CONFERENCE CALL
MONDAY, JULY 19, 2021, AT 11:00 A.M.

Call To Order

The meeting was called to order by Susan Tyler at 11:01 a.m.

Roll Call

A quorum was established with the following committee members present: Angus McDonald, Joan Gay, Laura Francis, Ed Bailey, Beverly Lawrence, and Susan Tyler.

Also in attendance: Leslie Strauss, Joseph Samolis, Joseph Comerford, and Christina Denison.

MOA Discussion

Susan Tyler reported that no further information has been received from DOT.

The EDT and MDT boards will meet individually later in the week for the purpose of approving of the inter-district MOA, to review the DOT letter and to approve the negotiating strategy.

Executive Session for the purpose of discussing Contract Negotiations.

A motion was made to enter Executive Session for the purpose of discussing MOA contract negotiations with CT DOT by Angus McDonald and seconded by Ed Bailey. The motion passed unanimously. Invited into the Executive Session were all committee members, Leslie Strauss, Joseph Somalis, Joe Comerford, and Christina Denison. The Executive Session commenced at 11:02 a.m.

No actions were taken in Executive Session. The Executive Session concluded at 11:15 a.m.

Discussion of Inter-District MOA

Changes to the Inter-District MOA were discussed with further revisions needed to Section III E.

Tyler also noted that the MOA includes 3 appendices.

Once final revisions are made and the respective Boards approve it, Joe Samolis and Leslie Strauss will sign the completed MOA.

Ed Bailey made a motion to recommend that the Boards of Directors of Estuary Transit District and Middletown Transit District approve and execute the Inter-District MOA. Angus McDonald seconded the motion. The motion passed unanimously.

Discussion of Shared Staffing Agreement

Tyler reported that Jonathan Shapiro, legal counsel, is still in the process of reviewing and revising the documents. More information will be available at the next meeting.

Old Business

Joe Comerford and Dave Lee will complete the Power Presentation to the First Selectmen by August 6.

Tyler reported that work continues on the Board Policies. ETD Board members who have not reviewed the proposed Bylaws policies will be offered the opportunity to do so.

Comerford reported that work on the marketing brochure continues.

New Business

None.

Next Steps

1. Each district will hold Special Board meetings later in the week.
2. The Inter-District MOA will be executed.
3. The revised Letter of Intent will be presented to CTDOT; and
4. Joseph Comerford will follow-up with Dennis Solensky requesting final language in the letter for the end-date of the merger from CTDOT, in addition to how DOT proposes the districts will accept the Letter of Intent.

Next Meeting

The next meeting is scheduled for Monday, July 26, 2021, at the MAT Garage, 91 N. Main Street, Middletown at 11:00 a.m. with an option to join via ZOOM.

Adjournment

A motion to adjourn was made by Joan Gay and seconded by Laura Francis. The meeting was adjourned at 11:44 a.m.

Respectfully submitted,

Christina Denison
Clerk

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT
ESTUARY TRANSIT DISTRICT and MIDDLETOWN TRANSIT DISTRICT BOARD MEETINGS

ESTUARY TRANSIT DISTRICT
MIDDLETOWN TRANSIT DISTRICT
SPECIAL JOINT MEMORANDUM OF AGREEMENT
COMMITTEE MEETING
ZOOM CONFERENCE CALL
MONDAY, JUNE 21, 2021, AT 11:00 A.M.

Call To Order

The meeting was called to order by Susan Tyler at 11:02 a.m.

Roll Call

A quorum was established with the following committee members present: Joan Gay, Beverly Lawrence, Ed Bailey, and Susan Tyler.

Absent: Angus McDonald and Laura Francis

Also in attendance: Joseph Comerford, Leslie Strauss, Dave Lee, and Christina Denison

MOA Discussion

None.

Executive Session for the purpose of discussing Contract Negotiations.

A motion was made to enter Executive Session for the purpose of discussing MOA contract negotiations with CT DOT by Joan Gay and seconded by Ed Bailey. The motion passed unanimously. Invited into the Executive Session were all committee members, Leslie Strauss, Joe Comerford, Dave Lee, and Christina Denison. The Executive Session commenced at 11:03 a.m.

No actions were taken in Executive Session. The Executive Session concluded at 11:33 a.m.

Discussion of Board Policies

ETD's policy regarding major service changes was reviewed and discussed. Dave Lee will revise the policy based on the day's discussion. Mr. Lee will also continue drafting a Conflict-of-Interest policy.

Discussion of Shared Staff

Susan Tyler reported that Jonathan Shapiro, legal counsel, is reviewing the shared staff agreement and addendum. Further discussion is deferred to a future meeting.

Old Business

None.

New Business

None.

Next Steps

1. Members will review in detail the CTDOT letter and come prepared to the next meeting with comments and insights;
2. Work will continue on the Shared Staffing Agreement and Addendum.

Next Meeting

The next meeting is scheduled for Monday, June 28, 2021, via ZOOM at 11:00 a.m.

Adjournment

The meeting was adjourned at 11:50 a.m.

Respectfully submitted,

Christina Denison
Clerk

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT
ESTUARY TRANSIT DISTRICT and MIDDLETOWN TRANSIT DISTRICT BOARD MEETINGS

ESTUARY TRANSIT DISTRICT
MIDDLETOWN TRANSIT DISTRICT
SPECIAL EXPANSION TRANSITION COMMITTEE MEETING
ZOOM CONFERENCE CALL
MONDAY, JUNE 28, 2021, AT 11:00 A.M.

Call To Order

The meeting was called to order by Susan Tyler at 11:04 a.m.

Roll Call

A quorum was established with the following committee members present: Angus McDonald, Joan Gay, Laura Francis, Ed Bailey, and Susan Tyler.

Absent: Beverly Lawrence

Also in attendance: Joseph Comerford, Leslie Strauss, Joe Samolis, Dave Lee, and Christina Denison

MOA Discussion

None.

Executive Session for the purpose of discussing Contract Negotiations.

A motion was made to enter Executive Session for the purpose of discussing MOA contract negotiations with CT DOT by Angus McDonald and seconded by Joan Gay. The motion passed unanimously. Invited into the Executive Session were all committee members, Leslie Strauss, Joe Comerford, Joseph Samolis, Dave Lee, and Christina Denison. The Executive Session commenced at 11:12 a.m.

No actions were taken in Executive Session. The Executive Session concluded at 12:20 p.m.

Discussion of Board Policies

Susan Tyler reported that the revisions to the board policies are complete; however, an Investment Policy still needs to be drafted.

Discussion of Shared Staff

Tyler reported that Jonathan Shapiro, legal counsel, is reviewing the shared staff agreement and addendum. Further discussion is deferred to a future meeting.

Old Business

None.

New Business

Susan Tyler suggested that matters concerning the two districts that are not addressed in the letter of intent with CTDOT, such as shared staffing, would best be addressed in a separate MOA between the districts. Laura Francis questioned whether such an agreement would “over-step” the authority of the Boards to act on the towns’ behalf. Joe Comerford noted that the COG could endorse any agreement. Legal counsel will advise.

Next Steps

1. Susan Tyler, Laura Francis, and Joe Comerford will meet with Dennis Solensky on July 1 and report back to the committee; and
2. A draft of a MOA between the two districts will be prepared.

Next Meeting

The next meeting is scheduled for Monday, July 12, 2021, via ZOOM at 11:00 a.m.

Adjournment

A motion to adjourn was made by Angus McDonald and seconded by Ed Bailey. The meeting was adjourned at 12:24 p.m.

Respectfully submitted,

Christina Denison
Clerk

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT
ESTUARY TRANSIT DISTRICT and MIDDLETOWN TRANSIT DISTRICT BOARD MEETINGS

ESTUARY TRANSIT DISTRICT
MIDDLETOWN TRANSIT DISTRICT
SPECIAL EXPANSION TRANSITION COMMITTEE MEETING
MAT GARAGE, 91 N. Main Street, Middletown, CT with Remote Options
MONDAY, JULY 26, 2021, AT 11:00 A.M.

CALL TO ORDER

The meeting was called to order by Susan Tyler at 11:05 a.m.

ROLL CALL

A quorum was established with the following committee members present: Angus McDonald, Laura Francis, Beverly Lawrence, and Susan Tyler.

Also in attendance: Leslie Strauss, Joseph Samolis, Joseph Comerford, and Christina Denison.

Absent: Ed Bailey, and Joan Gay

MOA DISCUSSION

None.

EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING CONTRACT NEGOTIATIONS

A copy of the revised letter to DOT and the committee’s letter to Dennis Solensky were included in the Committee’s packet.

A motion was made to enter Executive Session for the purpose of discussing MOA contract negotiations with CT DOT by Laura Francis and seconded by Angus McDonald. The motion passed unanimously. Invited into the Executive Session were all committee members, Leslie Strauss, Joseph Samolis, Joe Comerford, and Christina Denison. The Executive Session commenced at 11:06 a.m.

No actions were taken in Executive Session. The Executive Session concluded at 11:29 a.m.

DISCUSSION TOPICS

Discussion of Inter-District MOA

Tyler reported that the Chairs from each district have signed the Inter-District MOA.

Discussion of Shared Staffing Agreement

A copy of the Employee Services Sharing Agreement, Addendum 1 to the Employees Services Sharing Agreement and Exhibit A were included in the Committee’s packet.

Tyler reported that Jonathan Shapiro, legal counsel, has finished reviewing the Shared Staffing Agreement, making minor changes; per Shapiro Board approval is not necessary for execution. Tyler noted the effective date will be retroactive to March 1, 2021, when shared staffing occurred. She reported that the Addendum covers 9 positions (6 filled and 3 pending DOTs) mentioned in the MOA; any new positions will require an additional Addendum. The Agreement will be signed by the districts' chairs.

Tyler also reported that Atty. Shapiro is working on a separate agreement for hourly employees.

Laura Francis made a motion that the ETD and the MTD Chairpersons accept and execute the Employee Services Sharing Agreement with Addendum. A. McDonald seconded the motion. The motion passed unanimously.

OLD BUSINESS

Joe Comerford and Dave Lee continue working on the Power Point presentation.

Work on the marketing brochure also continues.

NEW BUSINESS

For the month of August meetings will be at 1:00 p.m. on Mondays.

NEXT STEPS

1. Tyler, Francis and Comerford will meet with Dennis Solensky, CTDOT, on Friday, July 30. Prior to meeting, Tyler will send Dennis Solensky the letter outlining the changes in the DOT letter
2. Comerford and Lee will continue working on the Power Point presentation.
3. Leslie Strauss will contact the graphic designer regarding the marketing brochure; and
4. Drafts of the by-laws and policies will be distributed to ETD Board members.

NEXT MEETING

The next meeting is scheduled for Monday, August 2, 2021, at the MAT Garage, 91 N. Main Street, Middletown at 1:00 p.m. with an option to join via ZOOM.

ADJOURNMENT

A motion to adjourn was made by Angus McDonald and seconded by Laura Francis. The meeting was adjourned at 11:44 a.m.

Respectfully submitted,

Christina Denison
Clerk

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT
ESTUARY TRANSIT DISTRICT and MIDDLETOWN TRANSIT DISTRICT BOARD MEETINGS

ESTUARY TRANSIT DISTRICT
MIDDLETOWN TRANSIT DISTRICT
SPECIAL JOINT MEMORANDUM OF AGREEMENT
COMMITTEE MEETING
ZOOM CONFERENCE CALL
MONDAY, JUNE 14, 2021, AT 11:00 A.M.

Call To Order

The meeting was called to order by Susan Tyler at 11:01 a.m.

Roll Call

A quorum was established with the following committee members present: Joan Gay, Beverly Lawrence, Angus McDonald, Ed Bailey, Laura Francis, and Susan Tyler.

Also in attendance: Joseph Comerford, Leslie Strauss, Dave Lee, and Christina Denison

MOA Discussion

Susan Tyler reported that the meeting scheduled with Dennis Solensky, CTDOT, for Monday, June 14, to discuss the MOA/Letter of Intent had been cancelled by Mr. Solensky and was re-scheduled for Thursday, June 17 at 8 am. Tyler, Laura Francis, and Joe Comerford will attend. Tyler is hopeful that CTDOT will have a document to share at that time.

Executive Session for the purpose of discussing Contract Negotiations.

None.

Discussion of Board Policies

The board policies were reviewed and discussed. Further revisions are needed. Jonathan Shapiro, Legal Counsel, will review the Indemnification Policy language. Susan Tyler asked that members send Dave Lee samples of Conflict-of-Interest policies from other boards/committees they belong to.

Discussion of Shared Staff

Deferred to future meeting.

Old Business

Susan Tyler reported that Dave Lee had sent out the by-laws which included revisions by ETD’s attorney; no significant changes had been made.

New Business

None

Next Steps

- 1. Dave Lee and Joe Comerford will continue to revise the Board Policies;
- 2. Work will continue on the Shared Staffing Agreement and Addendum; and
- 3. Laura Francis, Susan Tyler and Joe Comerford will update the members following their meeting with D. Solensky on June 17.

Next Meeting

The next meeting is scheduled for Monday, June 21, 2021, via ZOOM at 11:00 a.m.

Adjournment

The meeting was adjourned at 12:07 p.m.

Respectfully submitted,

Christina Denison
Clerk

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT
ESTUARY TRANSIT DISTRICT and MIDDLETOWN TRANSIT DISTRICT BOARD MEETINGS

ESTUARY TRANSIT DISTRICT
MIDDLETOWN TRANSIT DISTRICT
SPECIAL EXPANSION TRANSITION COMMITTEE MEETING
ZOOM CONFERENCE CALL
MONDAY, JULY 12, 2021, AT 11:00 A.M.

Call To Order

The meeting was called to order by Susan Tyler at 11:01 a.m.

Roll Call

A quorum was established with the following committee members present: Angus McDonald, Joan Gay, Laura Francis, Ed Bailey, Beverly Lawrence, and Susan Tyler.

Also in attendance: Joseph Comerford, Leslie Strauss, Dave Lee, Jonathan Shapiro and Christina Denison

MOA Discussion

Susan Tyler stated that the purpose of the meeting is:

1. To agree on any language changes in the Letter of Intent;
2. To agree on a negotiating strategy; and
3. To agree on an Inter-District MOA.

Executive Session for the purpose of discussing Contract Negotiations.

A motion was made to enter Executive Session for the purpose of discussing MOA contract negotiations with CT DOT by Joan Gay and seconded by Angus McDonald. The motion passed unanimously. Invited into the Executive Session were all committee members, Leslie Strauss, Joe Comerford, Jonathan Shapiro, Dave Lee, and Christina Denison. The Executive Session commenced at 11:02 a.m.

No actions were taken in Executive Session. The Executive Session concluded at 11:38 a.m.

Discussion of Inter-District MOA

The Inter-District MOA was reviewed. Further revisions are needed. It was agreed that the MOA needs to be signed before executing the Letter of Intent with CTDOT.

Discussion of Shared Staffing Agreement

Further discussion is deferred to a future meeting.

Old Business

Tyler asked for an update on the marketing brochure; Joe Comerford reported the committee is still waiting for revisions.

New Business

Comerford and Dave Lee will prepare a Power Point presentation and/or an Executive Summary for the districts' First Selectman to present for town meeting approval.

Comerford and Jonathan Shapiro, legal counsel, will also draft Resolutions to be signed by the member towns.

Next Steps

1. Shapiro will continue to review the CTDOT'S Letter of Intent and strengthen the Districts' response;
2. Special Board meetings for both districts will be called for the purpose of discussing the districts' negotiating position with CTDOT;
3. Tyler and Lee will continue to revise the Inter-District MOA; and
4. A meeting with Dennis Solensky and his team will be held for the purpose of further negotiating.

Next Meeting

The next meeting is scheduled for Monday, July 19, 2021, at the MAT Garage, 91 N. Main Street, Middletown at 11:00 a.m. with an option to join via ZOOM.

Adjournment

A motion to adjourn was made by Laura Francis and seconded by Joan Gay. The meeting was adjourned at 12:07 p.m.

Respectfully submitted,

Christina Denison
Clerk

ESTUARY TRANSIT DISTRICT
FINANCE COMMITTEE MEETING
WEDNESDAY AUGUST 18, 2021

Call to Order

The meeting of the Estuary Transit District Finance Committee was called to order by Susan Tyler at 9:30 a.m. via zoom conference call.

Roll Call

Those in attendance included: Susan Tyler, Charles Norz, Karl Kilduff and Peter Bierrie

Absent: Joan Gay

Staff: Joe Comerford, Halyna Famiglietti, Christina Dennison and Lisa Gibson

Guest: None.

Discussion of Budget vs. Actual – Halyna Famiglietti

Halyna Famiglietti stated that there are no issues with Budget vs. Actual.

Discussion of Cash Flow – Halyna Famiglietti

Halyna Famiglietti stated that there are no issues with Cash Flow.

Discussion of Route 81 – Joe Comerford

Peter Bierrie made a motion to continue Route 81 service while we negotiate with CTDOT for funding of that service. Charlie Norz seconded the motion. The motion passed unanimously.

Discussion of XMile Fares – Joe Comerford

Peter Bierrie made a motion to recommend to the Board that a fare be imposed for XMile service; such amount to be determined at the October Finance Committee meeting. Charlie Norz seconded the motion. The motion passed unanimously.

Other Business

None.

The next Finance Committee meeting is scheduled for October 14, 2021, at 9:30 a.m. via zoom conference call.

Adjournment

Peter Bierrie made a motion to adjourn the meeting at 10:29 a.m. Charlie Norz seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Lisa Gibson
Administrative Secretary

Susan Tyler
Treasurer

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

ABOUT THIS PROJECT

The Middletown Transit District (MTD) is joining the Estuary Transit District (ETD) to expand and improve regional transit service to the Lower Connecticut River Valley.

STRONG FISCAL STEWARDSHIP

Led by a board with strong fiscal oversight, the agency will increase financial resilience through proactive budget planning and cost saving measures. Efficiencies will be achieved by eliminating redundancies and investing in cost-effective long-term solutions.

EFFICIENCIES OF SCALE

This project includes a robust expansion with state-of-the-art facilities, equipment, technology and staff. By leveraging the adoption of innovations that the current infrastructure is not equipped to support, costs will be reduced for fleet maintenance, tech & software, and capital at the least.

TALENT & CORE COMPETENCIES

Enhancing opportunities for advancement will lead to greater employee retention. New positions will be added with key skills and experience, enabling staff to focus on their areas of expertise.

SERVICE IMPROVEMENTS

Many improvements – both internally and externally – will be realized. Innovative mobility solutions, zero emission buses and customer friendly apps will be adopted. Transportation needs will be better met through expanded service areas, frequencies, and hours.

PUBLIC BENEFITS

With the necessary facilities and personnel in place, the community can expect responsive action to meet the needs of all. Businesses, commuters, students, seniors, and people with disabilities, all are welcome aboard!

ETD + MTD

ESTUARY TRANSIT DISTRICT + MIDDLETOWN TRANSIT DISTRICT EXPANSION

2021-2024

LOWER CONNECTICUT RIVER VALLEY



400K
ANNUAL
RIDERSHIP



PRE-COVID

40
COMBINED
FLEET SIZE



56
EMPLOYEES

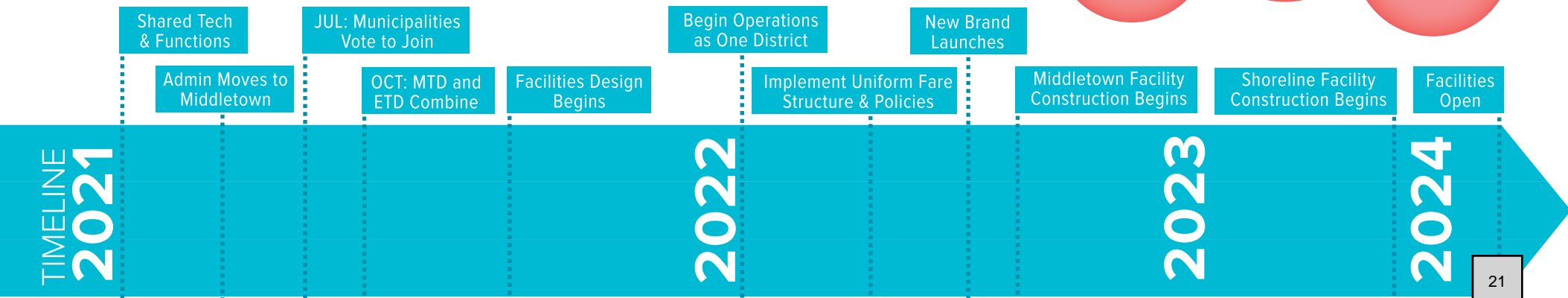
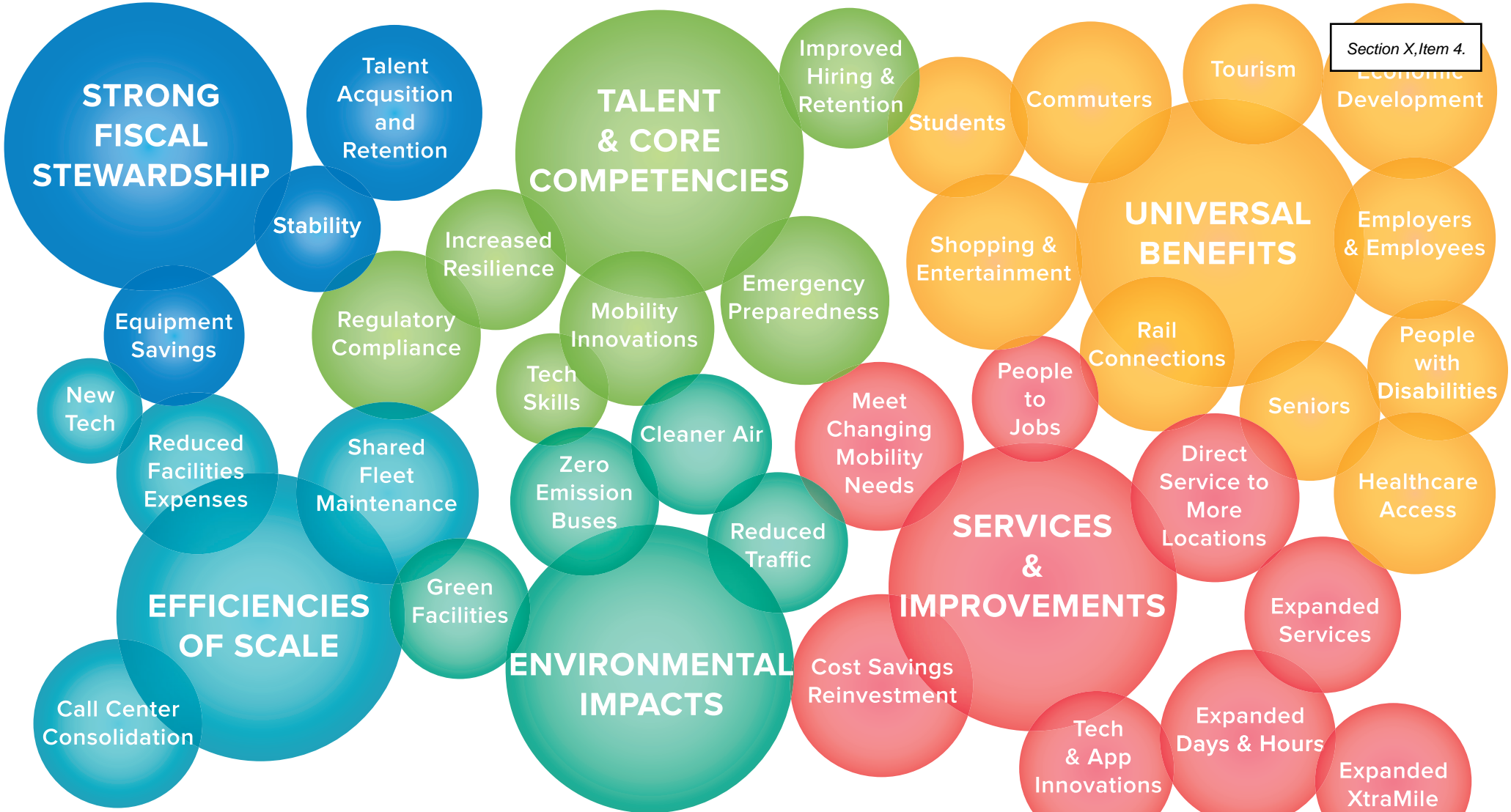


CONTACT INFORMATION

info@estuarytransit.org

860-510-0429 or 860-346-0212

estuarytransit.org/expansion



641 Shoreline Shuttle

	January	February	March	April	May	June	July	August	September	October	November	December	Total	%Change
2017	4818	4677	5464	4821	5353	5328	4816	5087	4427	4618	4344	3965	57718	-14%
2018	4116	4122	4341	4531	4912	4629	4789	5154	4282	5252	4355	3747	54230	-6%
2019	4213	3961	4358	4396	4631	3902	4021	3892	3639	3970	3222	2919	47124	-13%
2020	3525	3450	2346	568	648	1126	1546	1831	2313	2317	1683	1466	22819	-52%
2021	1502	1422	1872	1943	2186	2533	2752						14210	-38%
	-57%	-59%	-20%	242%	237%	125%	78%							
						-35%	-32%							

Section XII, Item 1.

June - July do not include Off-Route

642 Riverside

	January	February	March	April	May	June	July	August	September	October	November	December	Total	%Change
2017	747	717	647	625	691	687	625	570	599	646	591	638	7783	-9%
2018	512	502	570	553	603	513	504	531	571	532	500	554	6445	-17%
2019	586	605	641	575	588	418	414	430	456	461	396	348	5918	-8%
2020	362	319	269	132	168	294	357	438	355	473	209	206	3582	-39%
2021	230	146	222	300	349	346	433						2026	-43%
	-36%	-54%	-17%	127%	108%	18%	21%							
						-17%	5%							

643 New London

	January	February	March	April	May	June	July	August	September	October	November	December	Total	%Change
2017	641	582	675	619	678	643	564	684	588	574	537	442	7227	-26%
2018	430	508	502	492	565	541	644	654	583	775	629	595	6918	-4%
2019	582	535	661	632	709	616	527	622	445	562	448	422	6761	-2%
2020	485	436	466	260	266	394	456	412	404	467	343	343	4732	-30%
2021	359	273	393	377	361	417	505						2685	-43%
	-26%	-37%	-16%	45%	36%	6%	11%							
						-32%								

644 Old Saybrook - Middletown

	January	February	March	April	May	June	July	August	September	October	November	December	Total	%Change
2017	700	622	647	709	787	710	631	850	909	980	801	688	9034	-9%
2018	662	721	732	776	816	737	750	801	732	844	645	543	8759	-3%
2019	613	645	656	642	592	474	539	591	609	760	584	452	7157	-18%
2020	513	526	367	151	148	227	315	307	340	390	261	208	3753	-48%
2021	194	139	219	305	281	303	301						1742	-54%
	-62%	-74%	-40%	102%	90%	33%	-4%							
						-36%	-44%							

645 Madison - Middletown

	January	February	March	April	May	June	July	August	September	October	November	December	Total	%Change
2018								22	113	197	177	187	696	
2019	227	246	291	365	271	224	286	318	333	254	215	157	3187	
2020	237	220	194	124	154	200	222	226	215	239	319	306	2656	
2021	232	212	281	302	291	269	323						1910	
	-2%	-4%	45%	144%	89%	35%	45%							
						20%	13%							

Clinton Trolley

	January	February	March	April	May	June	July	August	September	October	November	December	Total	%Change
2019							68	245	528	0	0	0	841	
2020	0	0	0	0	0	0	7	46	73	41	0	0	167	
2021	0	0	0	0	18	287	479						784	

Madison Shuttle

	January	February	March	April	May	June	July	August	September	October	November	December		
2021						5	86	97			0	0	0	188

Section XII, Item 1.

XtraMile

	January	February	March	April	May	June	July	August	September	October	November	December		
2019						268	496	731	813	904	1049	1033	848	6142
2020	1019	1108	852	595	670	821	876	885	925	1073	904	1,068	10796	
2021	853	869	1130	1218	1149	1294	1447						7960	
	-16%	-22%	33%	105%	71%	58%	65%							

Month over month change

Dial-A-Ride

	January	February	March	April	May	June	July	August	September	October	November	December		
2017	818	678	932	750	805	736	765	813	748	753	731	646	9175	-10%
2018	713	768	785	948	1417	1020	931	957	698	999	880	932	11048	20%
2019	1212	1141	1198	1343	1272	1022	1138	1026	915	1099	866	779	13011	18%
2020	999	934	560	200	209	276	346	272	468	616	286	536	5702	-56%
2021	593	504	800	731	661	631							3920	-31%
	-41%	-46%	43%	266%	216%	129%	-38%							

ADA

	January	February	March	April	May	June	July	August	September	October	November	December		
2019	0	0	0	0	0	0	0	7	13	42	49	51	46	208
2020	42	19	16	2	11	18	28	34	71	81	61	65	448	
2021	69	47	81	76	110	112							495	
	64%	147%	406%	3700%	900%	522%								

Monthly Totals

Section XII, Item 1.

	January	February	March	April	May	June	July	August	September	October	November	December	Total	
2017	7724	7276	8365	7524	8314	8104	7401	8004	7271	7571	7004	6379	90937	-14%
2018	6433	6621	6930	7300	8313	7440	7618	8119	6979	8599	7186	6558	88096	-3%
2019	7439	7141	7806	7956	8335	7221	7918	8246	7364	8215	6826	5981	90448	3%
2020	7188	7020	5071	2035	2278	3364	4202	4491	5153	5667	4077	4207	54753	-39%
2021	4044	3612	4998	5252	5411	6278	6337	0	0	0	0	0	35,932	-34%
	-44%	-49%	-1%	158%	138%	87%	51%	-46%	-30%	-31%	-40%			

Annual Totals

% Change

			Shoreline	Riverside	Southeast	Mid-Shore	DAR	Xtramile	Madison	Trolley	ADA
2017	90937	-14%	57,718	7,783	7,227	9,034	9,175	-	-	-	-
2018	88096	-3%	54,230	6,445	6,918	8,759	11,048	-	-	-	-
2019	90,448	-1%	47,124	5,918	6,761	7,157	13,011	6142		841	208
2020	54,753	-38%	22,819	3,582	4,732	3,753	5,702	10796		167	448
2021	35,932	-60%	14,210	2,026	2,685	1,742	3,920	7960	188	784	495

















On Time Performance

1.2





641 COUNTS

Week Ending	SUNDAY			MONDAY			TUESDAY		
	Total Riders	Rt. 1 & Hammo		Total Riders	Rt. 1 & Hammo		Total Riders	Rt. 1 & Hammo	
		ON	OFF		ON	OFF		ON	OFF
June 6 - June 12	12			119			105		
June 13-June 19	21	0	0	113			105		
June 20- June 26	20	0	0	99	0	0	109	0	0
June 27-July 3	33	0	1	79	0	0	110	0	0
July 4-July 10	23	0	0	91	0	0	109	0	0
July 11- July 17	23	0	0	105	0	0	128	0	0
July 18 - July 24	51	0	0	105	0	0	129	0	0
July 25-July 31	32	0	0	104	0	0	114	0	0
Aug. 1-Aug. 7	37	0	0	113	0	0	119	0	0
Aug. 8-Aug. 14	26	0	0	99	0	0	123	0	0
Aug. 15-Aug. 21	53	0	0	130	0	0	112	0	0
Aug. 22-Aug. 28									
Aug. 29 - Sept. 4									
Sept. 5- Sept. 6									
TOTALS	331	0	1	1157	0	0	1263	0	0

WEDNESDAY			THURSDAY			FRIDAY			SATURDAY			WEEKLY TOTALS		
Total Riders	Rt. 1 & Hammo		Total Riders	Rt. 1 & Hammo		Total Riders	Rt. 1 & Hammo		Total Riders	Rt. 1 & Hammo		Total Riders	Rt. 1 & Hammo	
	ON	OFF		ON	OFF		ON	OFF		ON	OFF		ON	OFF
114			97			107			70	0	0	624	0	0
115			102			107			51			614	0	0
116	0	0	98	0	0	135	0	0	57		1	634	0	1
88	0	1	96	0	0	100	0	0	49	0	0	555	0	2
107	0	0	102	0	2	100	0	0	60	0	0	592	0	2
112	0	0	120	0	0	114	0	0	52	0	0	654	0	0
121	0	0	114	0	0	136	0	0	62	0	0	718		0
137	0	0	123	0	0	138	0	0	65	0	0	713	0	0
109	0	0	112	0	0	124	0	0	81	0	0	695	0	0
129	0	0	97	0	0	147	0	0	57	0	0	678	0	0
												295	0	0
												0	0	0
												0	0	0
												0	0	0
												0	0	0
1148	0	1	1061	0	2	1208	0	0	604	0	1	6772	0	5

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MADISON SHUTTLE COUNTS

Week Ending	SUNDAY			MONDAY			TUESDAY		
	Total Riders	Hammonasset		Total Riders	Hammonasset		Total Riders	Hammonasset	
		ON	OFF		ON	OFF		ON	OFF
June 6 - June 12	2								
June 13-June 19	4	0	0	0	0	0	0	0	0
June 20- June 26	20	0	0	3	0	0	0	0	0
June 27-July 3	0	0	0	2	0	0	0	0	0
July 4-July 10	1	0	0	0	0	0	0	0	0
July 11- July 17	2	0	0	0	0	0	0	0	0
July 18 - July 24	2	0	0	2	0	0	3	0	0
July 25-July 31	3	0	0	2	0	0	36	16	16
Aug. 1-Aug. 7	5	4	0	2	0	0	2	0	0
Aug. 8-Aug. 14	1	0	0	2	1	0	2	0	0
Aug. 15-Aug. 21	6	0	2	3	0	0			
Aug. 22-Aug. 28									
Aug. 29 - Sept. 4									
Sept. 5- Sept. 6									
TOTALS	46	4	2	16	1	0	43	16	16

WEDNESDAY			THURSDAY			FRIDAY			SATURDAY			WEEKLY TOTALS		
Total Riders	Hammonasset		Total Riders	Hammonasset		Total Riders	Hammonasset		Total Riders	Hammonasset		Total Riders	Hammonasset	
	ON	OFF		ON	OFF		ON	OFF		ON	OFF		ON	OFF
									2	0	0	4	0	0
9		2	0	0	0	2		1	20		5	35	0	8
0	0	0	4	2	2	0	0	0	1	1	0	28	3	2
0	0	0	8	4	4	0	0	0	0	0	0	10	4	4
2	0	2	2	0	2	0	0	0	0	0	0	5	0	4
2	0	0	7	0	0	1	0	0	2	0	0	14	0	0
2	0	0	4	0	0	0	0	0	9	4	5	22	4	5
2	0	0	0	0	0	3	0	0	2	0	0	48	16	16
2	2	0	0	0	0	1	1	0	13	6	0	25	13	0
1	0	0	0	0	0	0	0	0	0	0	0	6	1	0
												9	0	2
												0	0	0
												0	0	0
												0	0	0
												0	0	0
20	2	4	25	6	8	7	1	1	49	11	10	206	41	41

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645 PASSENGER COUNTS

Week Ending	SUNDAY			MONDAY			TUESDAY			WEDNESDAY		
	Total Riders	Hammonasset		Total Riders	Hammonasset		Total Riders	Hammonasset		Total Riders	Hammonasset	
		ON	OFF		ON	OFF		ON	OFF		ON	OFF
June 6 - June 12	2			2			11			13		
June 13-June 19	2		0	8			10			17	0	0
June 20- June 26	0	0	0	11	0	0	10	0	0	13	0	0
June 27-July 3	2	0	0	7	0	0	12	0	0	7	0	0
July 4-July 10	0	0	0	6	0	0	10	0	0	11	0	0
July 11- July 17	4	0	0	11	0	0	11	0	0	9	0	0
July 18 - July 24	4	0	0	13	0	0	7	0	0	12	0	0
July 25-July 31	0	0	0	8	0	0	15			18	0	0
Aug. 1-Aug. 7	16	3	0	13	0	0	14	0	0	14	0	0
Aug. 8-Aug. 14	3	0	0	14	0	0	13	0	0	13	0	0
Aug. 15-Aug. 21	10	1	3	8	0	0	12	0	0			
Aug. 22-Aug. 28												
Aug. 29 - Sept. 4												
Sept. 5- Sept. 6												
TOTALS	43	4	3	101	0	0	125	0	0	127	0	0

THURSDAY			FRIDAY			SATURDAY			WEEKLY TOTALS		
Total Riders	Hammonasset		Total Riders	Hammonasset		Total Riders	Hammonasset		Total Riders	Hammonasset	
	ON	OFF		ON	OFF		ON	OFF		ON	OFF
11			15			2	0	0	56	0	0
12			10						59	0	0
13	0	0	8	0	0	4	0	0	59	0	0
17	0	0	10	9	0	3	1	0	58	10	0
11	0	0	8	0	0	6	0	0	52	0	0
14	0	0	10	0	0	9	0	0	68	0	0
13	0	0	14	0	0	19	0	0	82	0	0
14	0	0	10	0	0	13	4	4	78	4	4
15	0	0	12	0	0	19	5	5	103	8	5
8	0	0	6	0	0	17	6	3	74	6	3
									30	1	3
									0	0	0
									0	0	0
									0	0	0
									0	0	0
128	0	0	103	9	0	92	16	12	719	29	15

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TROLLEY COUNTS

Week Ending	SUNDAY			MONDAY			TUESDAY	
	Total Riders	Hammonasset		Total Riders	Hammonasset		Total Riders	Hammonasset
		ON	OFF		ON	OFF		
June 6 - June 12	23							
June 13-June 19	85	0	45	0	0	0	6	0
June 20- June 26	20	8	5	6	2	2	0	0
June 27-July 3	36	9	11	5	0	1	1	0
July 4-July 10	4	0	0	40	14	13	not available	
July 11- July 17	92	45	45	22	5	5	28	6
July 18 - July 24	3	0	0	4	0	0	2	0
July 25-July 31	1	0	1	8	2	2	12	0
Aug. 1-Aug. 7	19	0	2	2	0	0	9	3
Aug. 8-Aug. 14	27	12	5	7	0	0	17	0
Aug. 15-Aug. 21	31	8	10	1	1	0		
Aug. 22-Aug. 28								
Aug. 29 - Sept. 4								
Sept. 5- Sept. 6								
TOTALS	341	82	124	95	24	23	75	9

SATURDAY		WEEKLY TOTALS		
Hammonasset		Total Riders	Hammonasset	
ON	OFF		ON	OFF
0	0	25	0	0
4	4	134	8	56
6	7	80	19	17
0	0	132	31	39
0	0	58	14	13
1	0	165	57	60
10	10	112	17	20
2	7	60	6	13
6	6	114	14	12
1	1	139	18	9
		32	9	10
		0	0	0
		0	0	0
		0	0	0
		0	0	0
30	35	1051	193	249

2 7 3

ESTUARY TRANSIT DISTRICT					
For the Period July 1, 2020 to June 30, 2021					
	YTD ACTUAL	YTD BUDGET AMOUNT	YTD VARIANCE	TOTAL FYE 21 BUDGET	REMAINING BUDGET
REVENUE					
405 · FAREBOX REVENUE	\$ 49,911	\$ 71,625	\$ (21,714)	\$ 85,950	\$ 36,039
405 · DURHAM & HADDAM REVENUE	\$ 29,444	\$ 12,042	\$ 17,403	\$ 14,450	\$ (14,994)
405 · MIDDLESEX HOSPITAL PHP	\$ 11,237	\$ 32,917	\$ (21,680)	\$ 39,500	\$ 28,263
405 · OTHER REVENUE	\$ 2,211	\$ 17,625	\$ (15,414)	\$ 21,150	\$ 18,939
408 · ADVERTISING	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ (10,000)
CARES ACT	\$ 42,181	\$ 120,963	\$ (78,781)	\$ 163,180	\$ 120,999
TOTAL REVENUE	\$ 144,985	\$ 255,171	\$ (110,186)	\$ 324,230	\$ 179,245
EXPENSES					
501 · LABOR	\$ 764,900	\$ 838,975	\$ 74,075	\$ 838,975	\$ 74,075
502 · FRINGE BENEFITS	\$ 364,048	\$ 354,950	\$ (9,098)	\$ 354,950	\$ (9,098)
503 · SERVICES	\$ 101,549	\$ 51,500	\$ (50,049)	\$ 51,500	\$ (50,049)
503.01 · MANAGEMENT	\$ 134,667	\$ 240,000	\$ 105,333	\$ 240,000	\$ 105,333
503.10 · MAINTENANCE	\$ 136,531	\$ 186,175	\$ 49,644	\$ 186,175	\$ 49,644
504 · MATERIALS & SUPPLIES	\$ 25,951	\$ 10,375	\$ (15,576)	\$ 10,375	\$ (15,576)
505 · UTILITIES	\$ 63,147	\$ 46,250	\$ (16,897)	\$ 46,250	\$ (16,897)
506 · CASUALTY & LIABILITY COST	\$ 25,540	\$ 24,000	\$ (1,540)	\$ 24,000	\$ (1,540)
507 · FUEL	\$ 145,292	\$ 236,500	\$ 91,208	\$ 236,500	\$ 91,208
509 · MISCELLANEOUS EXPENSE	\$ 33,050	\$ 19,700	\$ (13,350)	\$ 19,700	\$ (13,350)
Contingency	\$ 2,457	\$ 30,800	\$ 28,343	\$ 30,800	\$ 28,343
TOTAL EXPENSES	\$ 1,797,132	\$ 2,039,225	\$ 242,093	\$2,039,225	\$ 242,093

	Surplus/ (Deficit)		
	DOT	LOCAL	Local Reserved for DAR
Regional Shuttle	\$ -		
RT.81	\$ -		
Mid-Shore Shuttle	\$ 15,923		
Riverside Shuttle Ext.	\$ 1,378		
TOC		\$ (7,127.26)	
MGP		\$ -	
DAR		\$ (9,112.07)	
ADA		\$ -	
Trolley		\$ -	
TOTAL	\$ 17,301	\$ (16,239)	\$ -
XMILE		\$ -	

\$ -

	REGIONAL SHUTTLE				
	For the Period July 1, 2020 to June 30, 2021				
	YTD Actuals	YTD Budget	YTD VARIANCE	TOTAL FY 21 BUDGET	REMAINING BUDGET
REVENUE					
405 · FAREBOX REVENUE	\$ 36,782	\$ 50,000	\$ (13,218)	\$ 60,000	\$ 23,218
405 · DURHAM & HADDAM REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -
405 · MIDDLESEX HOSPITAL PHP	\$ -	\$ 25,000	\$ (25,000)	\$ 30,000	\$ 30,000
405 · OTHER REVENUE	\$ -	\$ 17,625	\$ (17,625)	\$ 21,150	\$ 21,150
408 · ADVERTISING	\$ -	\$ -	\$ -	\$ -	\$ -
CARES ACT	\$ 42,181	\$ 83,417	\$ (41,235)	\$ 100,100	\$ 57,919
TOTAL REVENUE	\$ 78,963	\$ 176,042	\$ (97,079)	\$ 211,250	\$ 132,287
EXPENSES		\$ -			
501 · LABOR	\$ 398,032	\$ 468,000	\$ 69,968	\$ 468,000	\$ 69,968
502 · FRINGE BENEFITS	\$ 197,758	\$ 211,500	\$ 13,742	\$ 211,500	\$ 13,742
503 · SERVICES	\$ 82,586	\$ 32,500	\$ (50,086)	\$ 32,500	\$ (50,086)
503.01 · MANAGEMENT	\$ 121,200	\$ 216,000	\$ 94,800	\$ 216,000	\$ 94,800
503.10 · MAINTENANCE	\$ 59,980	\$ 80,000	\$ 20,020	\$ 80,000	\$ 20,020
504 · MATERIALS & SUPPLIES	\$ 17,228	\$ 4,500	\$ (12,728)	\$ 4,500	\$ (12,728)
505 · RENT & UTILITIES	\$ 49,280	\$ 36,500	\$ (12,780)	\$ 36,500	\$ (12,780)
506 · CASUALTY & LIABILITY COST	\$ 12,677	\$ 10,000	\$ (2,677)	\$ 10,000	\$ (2,677)
507 · FUEL	\$ 60,271	\$ 101,000	\$ 40,729	\$ 101,000	\$ 40,729
509 · MISCELLANEOUS EXPENSE	\$ 14,488	\$ 8,000	\$ (6,488)	\$ 8,000	\$ (6,488)
Contingency	\$ -	\$ -	\$ -		\$ -
TOTAL EXPENSES	\$ 1,013,500	\$ 1,168,000	\$ 154,500	\$ 1,168,000	\$ 154,500

DEFICIT	\$ 934,537
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DOT	\$ 934,537
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Surplus/(Deficit)	\$ -
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RT. 81 - Madison-Middletown					
For the Period July 1, 2020 to June 30, 2021					
	YTD Actuals	YTD Budget	YTD VARIANCE	TOTAL FY 21 BUDGET	REMAINING BUDGET
REVENUE					
405 · FAREBOX REVENUE	\$ 2,070	\$ 1,292	\$ 779	\$ 1,550	\$ (520)
405 · DURHAM & HADDAM REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -
405 · MIDDLESEX HOSPITAL PHP	\$ -	\$ -	\$ -	\$ -	\$ -
405 · OTHER REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -
408 · ADVERTISING	\$ -	\$ -	\$ -	\$ -	\$ -
CARES ACT	\$ -	\$ -	\$ -	\$ 7,050	\$ 7,050
TOTAL REVENUE	\$ 2,070	\$ 1,292	\$ 779	\$ 8,600	\$ 6,530
EXPENSES					
		\$ -			
501 · LABOR	\$ 82,383	\$ 67,000	\$ (15,383)	\$ 67,000	\$ (15,383)
502 · FRINGE BENEFITS	\$ 26,739	\$ 25,500	\$ (1,239)	\$ 25,500	\$ (1,239)
503 · SERVICES	\$ -	\$ -			
503.01 · MANAGEMENT		\$ -			
503.10 · MAINTENANCE	\$ 18,565	\$ 26,000	\$ 7,435	\$ 26,000	\$ 7,435
504 · MATERIALS & SUPPLIES		\$ -		\$ -	
505 · RENT & UTILITIES	\$ 1,430	\$ 1,550	\$ 120	\$ 1,550	\$ 120
506 · CASUALTY & LIABILITY COST		\$ -			
507 · FUEL	\$ 20,280	\$ 33,300	\$ 13,020	\$ 33,300	\$ 13,020
509 · MISCELLANEOUS EXPENSE	\$ 2,952	\$ 5,250	\$ 2,298	\$ 5,250.00	\$ 2,298
Contingency					
TOTAL EXPENSES	\$ 152,349	\$ 158,600	\$ 6,251	\$ 158,600	\$ 6,251

DEFICIT	\$ 150,279
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DOT	\$ 150,279
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Surplus/(Deficit)	\$ -
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MID-SHORE SHUTTLE					
For the Period July 1, 2020 to June 30, 2021					
	YTD Actuals	YTD Budget	YTD VARIANCE	TOTAL FY 21 BUDGET	REMAINING BUDGET
REVENUE					
405 · FAREBOX REVENUE	\$ 1,197	\$ 2,958	\$ (1,761)	\$ 3,550	\$ 2,353
405 · DURHAM & HADDAM REVENUE	\$ -	\$ -	\$ -		\$ -
405 · MIDDLESEX HOSPITAL PHP	\$ -	\$ -	\$ -		\$ -
405 · OTHER REVENUE	\$ -	\$ -	\$ -		\$ -
408 · ADVERTISING	\$ -	\$ -	\$ -		\$ -
CARES ACT	\$ -	\$ -	\$ -	\$ 7,625	\$ 7,625
TOTAL REVENUE	\$ 1,197	\$ 2,958	\$ (1,761)	\$ 11,175	\$ 9,978
EXPENSES					
501 · LABOR	\$ 78,224	\$ 94,000	\$ 15,776	\$ 94,000	\$ 15,776
502 · FRINGE BENEFITS	\$ 53,109	\$ 35,000	\$ (18,109)	\$ 35,000	\$ (18,109)
503 · SERVICES		\$ -	\$ -		
503.01 · MANAGEMENT		\$ -	\$ -		
503.10 · MAINTENANCE	\$ 22,071	\$ 27,950	\$ 5,879	\$ 27,950	\$ 5,879
504 · MATERIALS & SUPPLIES		\$ -	\$ -		
505 · RENT & UTILITIES	\$ 1,650	\$ 1,650	\$ 0	\$ 1,650	\$ 0
506 · CASUALTY & LIABILITY COST		\$ -	\$ -		
507 · FUEL	\$ 23,401	\$ 35,700	\$ 12,299	\$ 35,700	\$ 12,299
509 · MISCELLANEOUS EXPENSE	\$ 10,853	\$ 3,275	\$ (7,578)	\$ 3,275	\$ (7,578)
Contingency		\$ 19,600	\$ 19,600	\$ 19,600	\$ 19,600
TOTAL EXPENSES	\$ 189,307	\$ 217,175	\$ 27,868	\$ 217,175	\$ 27,868

DEFICIT	\$ 188,110
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DOT	\$ 204,033
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Surplus/(Deficit)	15,923
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Riverside EXT					
For the Period July 1, 2020 to June 30, 2021					
	YTD Actuals	YTD Budget	YTD VARIANCE	TOTAL FY 21 BUDGET	REMAINING BUDGET
REVENUE					
405 · FAREBOX REVENUE	\$ 433	\$ 1,958	\$ (1,526)	\$ 2,350	\$ 1,917
405 · DURHAM & HADDAM REVENUE		\$ -	\$ -		\$ -
405 · MIDDLESEX HOSPITAL PHP		\$ -	\$ -		\$ -
405 · OTHER REVENUE		\$ -	\$ -		\$ -
408 · ADVERTISING		\$ -	\$ -		\$ -
CARES ACT		\$ -	\$ -	\$ 3,350	\$ 3,350
TOTAL REVENUE	\$ 433	\$ 1,958	\$ (1,526)	\$ 5,700	\$ 5,267
EXPENSES					
501 · LABOR	\$ 50,189	\$ 45,025	\$ (5,164)	\$ 45,025	\$ (5,164)
502 · FRINGE BENEFITS	\$ 21,748	\$ 13,300	\$ (8,448)	\$ 13,300	\$ (8,448)
503 · SERVICES		\$ -			
503.01 · MANAGEMENT		\$ -			
503.10 · MAINTENANCE	\$ 7,140	\$ 9,325	\$ 2,185	\$ 9,325	\$ 2,185
504 · MATERIALS & SUPPLIES		\$ -			
505 · RENT & UTILITIES	\$ 681	\$ 550	\$ (131)	\$ 550	\$ (131)
506 · CASUALTY & LIABILITY COST		\$ -	\$ -		
507 · FUEL	\$ 7,800	\$ 11,900	\$ 4,100	\$ 11,900	\$ 4,100
509 · MISCELLANEOUS EXPENSE	\$ 1,236	\$ 400	\$ (836)	\$ 400	\$ (836)
Contingency	\$ 2,457	\$ 11,200	\$ 8,743	\$ 11,200	\$ 8,743
TOTAL EXPENSES	\$ 91,252	\$ 91,700	\$ 448	\$ 91,700	\$ 448

DEFICIT	\$ 90,819
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DOT	\$ 92,197
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Surplus/(Deficit)	1,378
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	TRANSIT ON CALL				
	For the Period July 1, 2020 to June 30, 2021				
	YTD Actuals	YTD Budget	YTD VARIANCE	TOTAL FY 21 BUDGET	REMAINING BUDGET
REVENUE					
405 · FAREBOX REVENUE	\$ 556	\$ 2,083	\$ (1,527)	\$ 2,500	\$ 1,944
405 · DURHAM & HADDAM REVENUE	\$ -	\$ 12,042	\$ (12,042)	\$ 14,450	\$ 14,450
405 · MIDDLESEX HOSPITAL PHP	\$ -	\$ -	\$ -	\$ -	\$ -
405 · OTHER REVENUE		\$ -	\$ -	\$ -	\$ -
408 · ADVERTISING	\$ -	\$ -	\$ -	\$ -	\$ -
RURAL CARES	\$ -	\$ 1,875	\$ (1,875)	\$ 2,250	\$ 2,250
TOTAL REVENUE	\$ 556	\$ 16,000	\$ (15,444)	\$ 19,200	\$ 18,644
EXPENSES					
501 · LABOR	\$ 32,751	\$ 35,950	\$ 3,199	\$ 35,950	\$ 3,199
502 · FRINGE BENEFITS	\$ 11,230	\$ 10,650	\$ (580)	\$ 10,650	\$ (580)
503 · SERVICES	\$ 7,237	\$ 3,650	\$ (3,587)	\$ 3,650	\$ (3,587)
503.01 · MANAGEMENT	\$ 13,467	\$ 24,000	\$ 10,533	\$ 24,000	\$ 10,533
503.10 · MAINTENANCE	\$ 5,712	\$ 7,500	\$ 1,788	\$ 7,500	\$ 1,788
504 · MATERIALS & SUPPLIES	\$ 704	\$ 500	\$ (204)	\$ 500	\$ (204)
505 · RENT & UTILITIES	\$ 4,517	\$ 4,000	\$ (517)	\$ 4,000	\$ (517)
506 · CASUALTY & LIABILITY COST	\$ 1,409	\$ 1,000	\$ (409)	\$ 1,000	\$ (409)
507 · FUEL	\$ 6,240	\$ 9,500	\$ 3,260	\$ 9,500	\$ 3,260
509 · MISCELLANEOUS EXPENSE	\$ 1,408	\$ 800	\$ (608)	\$ 800	\$ (608)
Contingency					
TOTAL EXPENSES	\$ 84,674	\$ 97,550	\$ 12,876	\$ 97,550	\$ 12,876

DEFICIT	\$ 84,118
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DOT	\$ 63,610	\$ -
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LOCAL	\$ 13,381
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Surplus/(Deficit)	\$ (7,127.26)
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	MUNICIPAL GRANT PROGRAMM				
	For the Period July 1, 2020 to June 30, 2021				
	YTD Actuals	YTD Budget	YTD VARIANCE	TOTAL FY 21 BUDGET	REMAINING BUDGET
REVENUE					
405 · FAREBOX REVENUE	\$ 972	\$ 7,917	\$ (6,945)	\$ 9,500	\$ 8,529
405 · DURHAM & HADDAM REVENUE		\$ -	\$ -	\$ -	\$ -
405 · MIDDLESEX HOSPITAL PHP		\$ -	\$ -	\$ -	\$ -
405 · OTHER REVENUE		\$ -	\$ -	\$ -	\$ -
408 · ADVERTISING		\$ -	\$ -	\$ -	\$ -
CARES ACT		\$ -	\$ -	\$ -	\$ -
TOTAL REVENUE	\$ 972	\$ 7,917	\$ (6,945)	\$ 9,500	\$ 8,529
EXPENSES					
501 · LABOR	\$ 87,351	\$ 85,000	\$ (2,351)	\$ 85,000	\$ (2,351)
502 · FRINGE BENEFITS	\$ 39,633	\$ 44,500	\$ 4,867	\$ 44,500	\$ 4,867
503 · SERVICES	\$ 6,126	\$ 5,000	\$ (1,126)	\$ 5,000	\$ (1,126)
503.01 · MANAGEMENT		\$ -			
503.10 · MAINTENANCE	\$ 17,137	\$ 24,200	\$ 7,063	\$ 24,200	\$ 7,063
504 · MATERIALS & SUPPLIES	\$ 8,019	\$ 5,375	\$ (2,644)	\$ 5,375	\$ (2,644)
505 · RENT & UTILITIES	\$ 5,589	\$ 1,450	\$ (4,139)	\$ 1,450	\$ (4,139)
506 · CASUALTY & LIABILITY COST	\$ 11,454	\$ 13,000	\$ 1,546	\$ 13,000	\$ 1,546
507 · FUEL	\$ 18,720	\$ 31,000	\$ 12,280	\$ 31,000	\$ 12,280
509 · MISCELLANEOUS EXPENSE	\$ 2,113	\$ 975	\$ (1,138)	\$ 975	\$ (1,138)
Contingency					
TOTAL EXPENSES	\$ 196,143	\$ 210,500	\$ 14,357	\$ 210,500	\$ 14,357
DEFICIT	\$ 195,172				
DOT	\$ 195,172				
Surplus/(Deficit)	\$ -				

	DAR				
	For the Period July 1, 2020 to June 30, 2021				
	YTD Actuals	YTD Budget	YTD VARIANCE	TOTAL FY 21 BUDGET	REMAINING BUDGET
REVENUE					
405 · FAREBOX REVENUE	\$ 7,902	\$ 5,417	\$ 2,485	\$ 6,500	\$ (1,402)
405 · DURHAM & HADDAM REVENUE	\$ 29,444	\$ -	\$ 29,444	\$ -	\$ (29,444)
405 · MIDDLESEX HOSPITAL PHP	\$ 11,237	\$ 7,917	\$ 3,320	\$ 9,500	\$ (1,737)
405 · OTHER REVENUE	\$ 2,211	\$ -	\$ 2,211	\$ -	\$ (2,211)
408 · ADVERTISING	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ (10,000)
CARES ACT		\$ 35,671	\$ (35,671)	\$ 42,805	\$ 42,805
TOTAL REVENUE	\$ 60,794	\$ 49,004	\$ 11,790	\$ 58,805	\$ (1,989)
EXPENSES					
501 · LABOR	\$ 35,971	\$ 44,000	\$ 8,029	\$ 44,000	\$ 8,029
502 · FRINGE BENEFITS	\$ 13,831	\$ 14,500	\$ 669	\$ 14,500	\$ 669
503 · SERVICES	\$ 5,600	\$ 10,350	\$ 4,750	\$ 10,350	\$ 4,750
503.01 · MANAGEMENT		\$ -			
503.10 · MAINTENANCE	\$ 5,926	\$ 11,200	\$ 5,274	\$ 11,200	\$ 5,274
504 · MATERIALS & SUPPLIES		\$ -			
505 · RENT & UTILITIES		\$ 550	\$ 550	\$ 550	\$ 550
506 · CASUALTY & LIABILITY COST		\$ -			
507 · FUEL	\$ 8,579	\$ 14,100	\$ 5,521	\$ 14,100	\$ 5,521
509 · MISCELLANEOUS EXPENSE		\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Contingency		\$ -			
TOTAL EXPENSES	\$ 69,906	\$ 95,700	\$ 25,794	\$ 95,700	\$ 25,794

DEFICIT	\$ (9,112)
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LOCAL	\$ -
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Surplus/(Deficit)	\$ (9,112)
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	XMLE				
	For the Period July 1, 2020 to June 30, 2021				
	YTD Actuals	YTD Budget	YTD VARIANCE	TOTAL FY 21 BUDGET	REMAINING BUDGET
REVENUE					
405 · FAREBOX REVENUE	\$ -	\$ 6,563	\$ (6,563)	\$ 7,875	\$ 7,875
405 · DURHAM & HADDAM REVENUE					
405 · MIDDLESEX HOSPITAL PHP					
405 · OTHER REVENUE					
408 · ADVERTISING					
CARES ACT	\$ 142,461				
TOTAL REVENUE	\$ 142,461	\$ 6,563	\$ (6,563)	\$ 7,875	\$ 7,875
EXPENSES					
501 · LABOR	\$ 110,882	\$ 151,000	\$ 40,118	\$ 151,000	\$ 40,118
502 · FRINGE BENEFITS	\$ 1,939	\$ 74,000	\$ 72,061	\$ 74,000	\$ 72,061
503 · SERVICES	\$ 2,000	\$ 10,500	\$ 8,500	\$ 10,500	\$ 8,500
503.01 · MANAGEMENT		\$ -	\$ -		
503.10 · MAINTENANCE	\$ 9,109	\$ 29,000	\$ 19,891	\$ 29,000	\$ 19,891
504 · MATERIALS & SUPPLIES		\$ 8,500	\$ 8,500	\$ 8,500	\$ 8,500
505 · RENT & UTILITIES		\$ -	\$ -		\$ -
506 · CASUALTY & LIABILITY COST		\$ -	\$ -		\$ -
507 · FUEL	\$ 17,881	\$ 31,000	\$ 13,119	\$ 31,000	\$ 13,119
509 · MISCELLANEOUS EXPENSE	\$ 650	\$ 5,000	\$ 4,350	\$ 5,000	\$ 4,350
Contingency					
TOTAL EXPENSES	\$ 142,461	\$ 309,000	\$ 166,539	\$ 309,000	\$ 166,539

DEFICIT	\$ -
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LOCAL	\$ -
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Surplus/(Deficit)	\$ -
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ETD FY March 2020-February 2021

OPR AWARDED	\$ 960,000
DRAW	\$ 190,423
Obligated	\$ 21,000

Remaining BALANCE	\$ 748,577
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	ADA				
	For the Period July 1, 2020 to June 30, 2021				
	YTD Actuals	YTD Budget	VARIANCE Under/(Over)	TOTAL FY 21 BUDGET	REMAINING BUDGET
REVENUE					
405 · FAREBOX REVENUE	\$ 1,108	\$ 2,333	\$ 1,226	\$ 3,500	\$ 2,393
405 · DURHAM & HADDAM REVENUE		\$ -	\$ -		\$ -
405 · MIDDLESEX HOSPITAL PHP		\$ -	\$ -	\$ -	\$ -
405 · OTHER REVENUE		\$ -	\$ -		\$ -
408 · ADVERTISING		\$ -	\$ -		\$ -
CARES ACT	\$ 6,242	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUE	\$ 7,349	\$ 2,333	\$ 1,226	\$ 3,500	\$ 2,393
EXPENSES	\$ -				
501 · LABOR	\$ 16,168	\$ 80,000	\$ 63,832	\$ 80,000	\$ 63,832
502 · FRINGE BENEFITS	\$ 4,793	\$ 40,000	\$ 35,207	\$ 40,000	\$ 35,207
503 · SERVICES		\$ -	\$ -	\$ -	\$ -
503.01 · MANAGEMENT		\$ -	\$ -	\$ -	\$ -
503.10 · MAINTENANCE	\$ 7,185	\$ 24,000	\$ 16,815	\$ 24,000	\$ 16,815
504 · MATERIALS & SUPPLIES		\$ -	\$ -		\$ -
505 · RENT & UTILITIES	\$ 1,327	\$ 3,000	\$ 1,673	\$ 3,000	\$ 1,673
506 · CASUALTY & LIABILITY COST		\$ -	\$ -	\$ -	\$ -
507 · FUEL	\$ 5,463	\$ 31,000	\$ 25,537	\$ 31,000	\$ 25,537
509 · MISCELLANEOUS EXPENSE	\$ 2,414	\$ 3,500	\$ 1,086	\$ 3,500	\$ 1,086
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENSES	\$ 37,349	\$ 181,500	\$ 144,151	\$ 181,500	\$ 144,151

DOT	\$ 30,000
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Surplus/(Deficit)	\$ -
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TAXI

For the Period July 1, 2020 to June 30, 2021	
	YTD Actuals
REVENUE	
405 · FAREBOX REVENUE	\$ 3,705
405 · DURHAM & HADDAM REVENUE	
405 · MIDDLESEX HOSPITAL PHP	
405 · OTHER REVENUE (State Match)	
408 · ADVERTISING	
TOTAL REVENUE	\$ 3,705
EXPENSES	
501 · LABOR	
502 · FRINGE BENEFITS	
503 · SERVICES	
503.01 · MANAGEMENT	
503.10 · MAINTENANCE	
504 · MATERIALS & SUPPLIES	
505 · RENT & UTILITIES	
506 · CASUALTY & LIABILITY COST	
507 · FUEL	
509 · MISCELLANEOUS EXPENSE	\$ 3,625
Purchase Transportation	\$ 14,366
TOTAL EXPENSES	\$ 17,991
FEDERAL Share	\$ 10,807.85
Fund on Hand	(3,478)

PARK CONNECT	
For the Period May 29, 2021 to June 30, 2021	
	YTD Actuals
REVENUE	
405 · FAREBOX REVENUE	\$ -
405 · DURHAM & HADDAM REVENUE	\$ -
405 · MIDDLESEX HOSPITAL PHP	\$ -
405 · OTHER REVENUE	\$ -
408 · MISCELLANEOUS	\$ -
TOTAL REVENUE	\$ -
EXPENSES	
501 · LABOR	\$ 24,459
502 · FRINGE BENEFITS	\$ 3,650
503 · SERVICES	\$ 4,500
503.01 · MANAGEMENT	\$ -
503.10 · MAINTENANCE	\$ 3,976
504 · MATERIALS & SUPPLIES	\$ -
505 · RENT & UTILITIES	\$ -
506 · CASUALTY & LIABILITY COST	\$ -
507 · FUEL	\$ 8,945
509 · MISCELLANEOUS EXPENSE	\$ 250.00
TOTAL EXPENSES	\$ 45,780
DEFICIT	\$ 45,780
DOT	\$ 45,780
Surplus/(Deficit)	\$ -

ETD FY 20-21 (July to June)

	URBAN CARE ACT REVENUE	
OPR AWARDED	\$	2,600,000
DRAW	\$	315,729
Schedule to draw	\$	123,549
Remaining BALANCE	\$	2,160,722

CAPITAL

ETD

		Federal	State
CT-2021-012 CAPITAL	\$ 1,730,000	\$ 1,384,000	\$ 346,000
CT-2020-013 CARE ACT	\$ 2,600,000	\$ 2,080,000	\$ 520,000
CT2019-008 CAPITAL	\$ 490,000	\$ 392,000	\$ 98,000
CT-2018-017 CAPITAL	\$ 1,072,000	\$ 857,600	\$ 214,400
CT-2017-018 CAPITAL	\$ 2,466,255	\$ 1,973,004	\$ 493,251
CT-2017-002 Madison-Middletown	\$ 471,757	\$ 377,406	\$ 94,351
	\$ 8,830,012		

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MAT

CT-2021-009 Preventive Maintenance	\$ 1,870,000	\$ 1,496,000	\$ 374,000
CT-2021-015 CARE ACT	\$ 2,000,000	\$ 1,600,000	\$ 400,000
CT-2021-003 Preventive Maintenance	\$ 1,380,000	\$ 1,104,000	\$ 276,000
CT-2019-003 CAPITAL	\$ 560,000	\$ 448,000	\$ 112,000
CT2016-012 CAPITALTerminal Impr	\$ 850,000	\$ 680,000	\$ 170,000
	\$ 6,660,000		

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STATEMENT OF CASH FLOWS
August 16 through October 30, 2021

ESB Regular Checking	\$110,957
ESB Payroll Checking	\$23,230
ESB Capital Checking	\$44,560
ESB Savings	\$36,906
Total	\$215,653

	August 16 2021	September 2021	October 2021
Account Payable			
Payroll	\$ 60,000	\$ 95,000	\$ 95,000
Benefits	\$ 20,000	\$ 35,000	\$ 35,000
CIRMA	\$ -	\$ 10,110	\$ -
Fuel	\$ 24,500	\$ 30,000	\$ 30,000
Management Services	\$ 15,162	\$ 15,162	\$ 15,162
Services	\$ 10,000	\$ 20,000	\$ 20,000
Insurance	\$ 3,000	\$ 3,000	\$ 3,000
Maintenance	\$ 15,192	\$ 15,000	\$ 15,000
MAT	\$ 16,500	\$ 16,500	\$ 16,500
ETD Monthly Expenses	\$ 5,000	\$ 7,500	\$ 7,500
Total Expenses	\$ 169,354	\$ 247,272	\$ 237,162

Account Receivable			
DOT 2020-2021	\$ 134,761	\$ -	\$ -
DOT ParkConnect	\$ 45,780	\$ 60,000	\$ 60,000
DOT 2021-2022	\$ 294,000	\$ 40,850	\$ 294,000
Municipal Grant Program	\$ 63,541	\$ -	\$ 63,541
FTA CAPITAL (State) 2020-2021	\$ -	\$ -	\$ -
FTA CAPITAL 2020-2021	\$ 74,377	\$ -	\$ -
Madison/Middletown	\$ -	\$ -	\$ -
CARES ACT URBAN	\$ 2,500	\$ 2,500	\$ 2,500
X-MILE	\$ 21,000	\$ 15,000	\$ 15,000
FEMA	\$ 8,715	\$ -	\$ -
AAA	\$ 1,017	\$ 623	\$ 623
MAT	\$ 22,556		\$ 3,325
Town of Haddam	\$ -	\$ 2,350	\$ 2,350
PHP	\$ 2,392	\$ 1,700	\$ 1,700
Fares Revenue	\$ 2,000	\$ 4,000	\$ 4,000
Total Revenue	\$ 672,639	\$ 127,023	\$ 447,039

Cash at beginning of period	\$ 215,653	\$ 718,938	\$ 598,689
Cash at the end of period	\$ 718,938	\$ 598,689	\$ 808,566

Line of credit available \$ 300,000

Employee Services Sharing Agreement

This Employee Services Sharing Agreement (“Agreement”) is effective as of March 1, 2021, by and between the Estuary Transit District a/k/a Nine Town Transit (“ETD”), and the Middletown Transit District aka Middletown Area Transit (“MAT”). ETD and MAT may collectively referred to as the “Parties”, and individually as a “Party”).

WHEREAS, ETD and MAT are parties to a Memorandum of Agreement dated as of July 23, 2021 (the “MOA”), which outlines the parties’ intent to prepare for and effect the equivalent of a merger of ETD and MAT;

WHEREAS, pursuant to the MOA and the anticipate effective merger the parties will transfer MAT’s transit operations into ETD with MAT’s member towns becoming members of ETD;

WHEREAS, ETD and MAT desire an efficient transition of operations with no impact on the public;

WHEREAS, in order to improve efficiencies of operations by ETD and MAT and in anticipation of the MAT member towns joining ETD, ETD and MAT mutually agree that it will assist if ETD and MAT share certain employees during the transition period as jointly determined by ETD and MAT and their respective board;

WHEREAS, at all times ETD and MAT desire to maintain separate books and records;

WHEREAS, at all times ETD and MAT desire to comply with Connecticut General Statutes to the extent such statutes apply to this Agreement;

NOW THEREFORE, in consideration of the mutual covenants stated in this Agreement, the parties agree as follows:

1. Term. The Agreement term shall be effective from the date set forth above and shall remain in place until terminated by either Party as set forth herein. Either party to this Agreement may terminate the Agreement and thereafter be relieved of further performance if the other party fails to materially perform any of the covenants or conditions contained herein or any accompanying addendum, provided written notice is provided to the other party a minimum of thirty (30) days in advance of said termination stating the reasons for the proposed termination and the party upon whom said notice was given fails to rectify the situation within the thirty (30) day notice period. Either Party may further terminate for convenience on ninety (90) days written notice.

2. Shared Services. ETD and MAT agree to share the services of such employees as the Parties may agree are necessary to effectuate the purpose of this Agreement. ETD and MAT further agree that they may retain employees who are anticipated shall provide services to both Parties. Any employees whose services shall be shared shall be so designated jointly by the Parties in writing by executing an addendum listing any employees who shall be providing

services to both ETD and MAT, and a schedule of expected shared services including time allocation, responsibilities and such other terms as may be agreed upon concerning such employee's performance of his/her duties. MAT and ETD agree to work cooperatively to set a mutually beneficial schedule so that any employees subject to this Agreement shall provide such services as both Parties may require. It is anticipated that any new employees retained shall be retained by ETD, and ETD shall maintain all applicable insurance and benefits for such employees including but not limited to workers compensation insurance and shall name MTD as an additional insured unless otherwise agreed at the time of the execution of an addendum.

3. Costs. The Parties shall bear such costs associated with any shared employee as the Parties may agree and determine at the time of the execution of an addendum covering such employees.

4. No Joint Employment; Continued Responsibility; Payment. MAT and ETD are not joint employers. MAT shall continue to employ its employees pursuant to MAT policies and procedures. ETD shall continue to employ its employees pursuant to ETD policies and procedures, including any employee handbook. Any shared employee shall continue to follow the policies and procedures of its employer. MAT shall continue to be responsible for payroll and benefits for its employees, including any overtime. ETD shall continue to be responsible for payroll and benefits for its employees, including any overtime. ETD shall be responsible for and shall reimburse any employee for expenses incurred while performing work for ETD. MAT shall be responsible for and shall reimburse any employee for expenses incurred while performing work for MAT.

5. Oversight. The Parties agree that the non-employing entity has the authority to direct and oversee the work performed by any shared employee of the other Party providing services pursuant to this Agreement. Any personnel issues that arise at any time during the term of this Agreement shall be immediately reported to and addressed by the employer, regardless of for which entity the work was performed. MAT and ETD shall cooperate in any investigation or other personnel related matter that may arise, with each party bearing its own costs.

6. Mutual Indemnification and Hold Harmless. To the fullest extent permitted by law, MAT shall defend, indemnify and hold harmless ETD and its officers, Board of Directors, employees, contractors, agents and consultants from any and all third party claims, suits or actions of any kind to the extent caused by the willful misconduct of MAT or its officers, Board of Directors, employees, contractors, agents and consultants. To the fullest extent permitted by law, ETD shall defend, indemnify and hold harmless MAT and its officers, Board of Directors, employees, contractors, agents and consultants from any and all third party claims, suits or actions of any kind to the extent caused by the willful misconduct of ETD or its officers, Board of Directors, employees, contractors, agents and consultants. Provided, however, the Parties further agree that should any claim arise of any sort in connection with any shared employee's employment while providing services for the other Party, whether that claim originates from such shared employee or a third party, the employing Party shall hold the other Party harmless, indemnify it and defend it (including payment of legal fees and costs in the event no insurance coverage provides the same) against any such claim.

7. Dispute Resolution. Should any dispute arise out of this Agreement, the Parties shall first attempt to resolve such dispute through a meeting (which may be held in-person, online or by telephone) between the Boards of MAT and ETD respectively or their designee. If thirty (30) days after such meeting the parties cannot resolve the dispute, the parties agree to meet in mediation and attempt to reach a resolution with the assistance of a mutually acceptable mediator. If such mediation is unsuccessful, the Parties shall resolve any dispute through binding arbitration through the American Arbitration Association. Each Party shall bear its own costs in connection with any such proceedings.

8. Amendments. This Agreement shall not be altered, changed, or amended except by formal written amendment duly executed by both parties hereto. The performance by either party of its obligations under this Agreement shall not operate in any way as a waiver of non-compliance or breach by the other party

9. Assignment. This Agreement and its contractual obligations shall not be assigned, in whole or part, by either party without prior notification and subsequent written consent of the other party.

10. No Third Party Beneficiaries. Nothing in this Agreement shall be construed as giving any person, corporation or other entity other than the Parties any right, remedy or claim under or in respect of this Agreement or any provision hereof.

11. Severability. If any provision of this Agreement is found to be invalid, the remaining provisions shall remain in full force and effect.

12. Waiver of Breach. The waiver by either Party of any breach of any provision of this Agreement shall not be deemed a waiver of any subsequent breach by the other Party of the same or of different provisions.

13. Governing Law. This Agreement is governed by the laws of the State of Connecticut, without giving effect to the conflict of law provisions thereof.

14. Counterpart Execution; Electronic Execution. This Agreement may be executed in any number of counterparts with the same effect as if all of the Parties had signed the same document. Such executions may be transmitted to the other Parties by facsimile or other electronic transmission and such facsimile or other electronic execution shall have the full force and effect of an original signature. All fully executed counterparts, whether original executions or facsimile executions, electronic executions or a combination of the foregoing, shall be construed together and shall constitute one and the same agreement.

IN WITNESS WHEREOF, each of the Parties has executed this Agreement by its duly authorized officer as of the day and year first written above.

ESTUARY TRANSIT DISTRICT

By: Leslie Strauss
Name: LESLIE STRAUSS
Title: GTT BOARD CHAIR
Date: 7/27/2021

MIDDLETOWN TRANSIT DISTRICT

By: Joseph Samolis
Name: Joseph Samolis
Title: Board President
Date: July 27, 2021

Addendum 1 to Employee Services Sharing Agreement

This Addendum to Employee Services Sharing Agreement (“Addendum”) is entered into on _____, by and between the Estuary Transit District a/k/a Nine Town Transit (“ETD”), and the Middletown Transit District aka Middletown Area Transit (“MAT”). ETD and MAT may collectively referred to as the “Parties”, and individually as a “Party”.

WHEREAS, ETD and MAT entered into an Employee Services Sharing Agreement dated _____ (the “Agreement”);

WHEREAS, the Parties entered into the Agreement to improve efficiencies of operations by ETD and MAT;

NOW THEREFORE, in consideration of the mutual covenants stated in this Agreement, the parties agree as follows:

1. Term. The Addendum shall be effective from the date set forth above and shall remain in place until terminated by either Party as set forth herein. Either party to this Addendum may terminate it and thereafter be relieved of further performance if the other party fails to materially perform any of the covenants or conditions contained in the Agreement or this Addendum, provided written notice is provided to the other party a minimum of thirty (30) days in advance of said termination stating the reasons for the proposed termination and the party upon whom said notice was given fails to rectify the situation within the thirty (30) day notice period. Either Party may further terminate for convenience on ninety (90) days written notice.

2. Shared Employee Services. ETD and MAT agree to retain or have retained the positions set forth on the attached Exhibit A (“the Shared Employees”) and share the services of the Shared Employees to serve both ETD and MAT in that role. The effective date shall be the date of hire except as otherwise specified on Exhibit A.

The schedule set forth on the attached Exhibit A may be adjusted from time to time to meet the respective needs of both ETD and MAT as they may mutually agree and to add additional employees as they see fit.

3. Costs. The Parties agree that the costs for the Shared Employees shall be allocated as set forth in the attached Exhibit A.

4. Incorporation/Conflicts. The Parties incorporate by reference the terms of this Agreement. To the extent there is any conflict between the Agreement and this Addendum, this Addendum controls.

5. Reporting. The Shared Employees shall report as instructed by the Executive Director.

6. Governing Law. This Addendum is governed by the laws of the State of Connecticut, without giving effect to the conflict of law provisions thereof.

7. Counterpart Execution; Electronic Execution. This Addendum may be executed in any number of counterparts with the same effect as if all of the Parties had signed the same document. Such executions may be transmitted to the other Parties by facsimile or other

electronic transmission and such facsimile or other electronic execution shall have the full force and effect of an original signature. All fully executed counterparts, whether original executions or facsimile executions, electronic executions or a combination of the foregoing, shall be construed together and shall constitute one and the same agreement.

IN WITNESS WHEREOF, each of the Parties has executed this Addendum by its duly authorized officer effective as of the day and year first written above.

ESTUARY TRANSIT DISTRICT

By: Leslie Strauss
Name: LESLIE STRAUSS
Title: ATT BOARD CHAIR
Date: 7/27/2021

MIDDLETOWN TRANSIT DISTRICT

By: Joseph Samolis
Name: Joseph Samolis
Title: Board President
Date: July 27, 2021

Estuary Transit District

Hours

Position	ETD %	MAT %	Effective Date
Finance Manager	75%	25%	3/1/2021
Maintenance Director	50%	50%	
Special Project Manager	50%	50%	
AA/ADA Coordinator	40%	60%	
Procurement & Grants Specialist	50%	50%	
Human Resource Manager	50%	50%	
Lead Supervisor	50%	50%	

Middletown Transit District

Hours

Position	ETD %	MAT %	Effective Date
Director of Operations	25%	75%	4/19/2021

Estuary Transit District

Cost

Position	ETD %	MAT %
Executive Director	N/A	N/A
Finance Manager	100%	0%
Maintenance Director	100%	0%
Special Project Manager	50%	50%
AA/ADA Coordinator	40%	60%
Procurement & Grants Specialist	100%	0%
Human Resource Manager	100%	0%
Lead Supervisor	100%	0%

Middletown Transit District

Cost

Position	ETD %	MAT %
Director of Operations	0%	100%