



**ESTUARY TRANSIT DISTRICT
REGULAR BOARD MEETING
MAT Offices, 91 N. Main St, Middletown CT with
Remote Options
October 15, 2021 at 9:30 AM**

AGENDA

- I. Call to Order — Chair Leslie Strauss
- II. Roll Call — Sec C. Norz
- III. Visitors' Comments
- IV. Secretary's Report — C. Norz
 - [1.](#) Acceptance of Board Meeting Minutes of 9/17/2021
 - [2.](#) Acceptance of ETC Committee Minutes of 9/21/2021, 9/28/2021 and 10/12/2021
 - [3.](#) Acceptance of Finance Committee Minutes of 10/13/2021
 - [4.](#) Acceptance of Personnel Committee Minutes 10/4/2021
- V. Communications — C. Norz
- VI. Treasurer's Report — S. Tyler
- VII. Committee Reports
 - [1.](#) ETC Committee — S. Tyler, Chairman
 2. Finance Committee — S. Tyler, Chairman
 3. Marketing Committee — L. Strauss, Chairman
 4. Personnel Committee -- N. Bishop, Chairman
 5. Legislative Committee — J. Gay, Chairman
 6. Service Study Committee — C. Norz, Chairman
 7. COG Update — J. Comerford
- VIII. Executive Session
 1. For the purpose of discussing Contract Negotiations
- IX. Executive Director's Report — J. Comerford
- X. Finance Director's Report — H. Famiglietti
 - [1.](#) Budget vs. Actual
 - [2.](#) Cash Flow
- XI. Operations Director's Report — J. Whitcomb
 - [1.](#) Ridership
- XII. Maintenance Director's Report — P. Hevrin

XIII. New Business

- [1.](#) ETD Board Policies
- [2.](#) By-Laws
- [3.](#) Salary Increases
- [4.](#) XtraMile Fares
5. Grant Resolution
6. CARES Grant Discussion
- [7.](#) Approval of Procurements
 - a) Transit Bus Proposal
 - b) Support Vehicles
 - c) Service Truck
 - d) Planning Software
 - e) AVL Upgrade
 - f) Radio Expansion

- [8.](#) Bank Resolution

XIV. Old Business

XV. Chair Comments

1. Resignations
2. Appointments

XVI. Board Members Comments

XVII. Next Meeting — November 19, 2021 at 9.30 AM with Remote Options

XVIII. Adjournment

Join Zoom Meeting

<https://us02web.zoom.us/j/81235304760?pwd=S2hNQnowNkJwdDE0cmtvYU1xOU5ydz09>

Meeting ID: 812 3530 4760

Passcode: 466129

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

Meeting ID: 812 3530 4760

Passcode: 466129

Find your local number: <https://us02web.zoom.us/j/kcmDNfGntJ>

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.

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

ESTUARY TRANSIT DISTRICT
REGULAR MEETING
VIA ZOOM

Friday, September 17, 2021

CALL TO ORDER

The meeting was called to order by Leslie Strauss, Chairman at 9:34 a.m.

ROLL CALL

A quorum was established with the following board members present: Noel Bishop, Charlie Norz, Leslie Strauss, Susan Tyler, Peter Bierrie, Angus MacDonald, Karl Kilduff, Tim Griswold, and Joan Gay (arrived at 9:40 a.m.)

Also in attendance: Joe Comerford, Christina Denison and Lisa Gibson.

VISITORS' COMMENTS – None.

SECRETARY'S REPORT

Peter Bierrie made a motion to accept the minutes of 8/16/2021, 8/30/2021 and 9/10/2021 ETC Committee meetings. Noel Bishop seconded the motion. The motion passed unanimously.

Susan Tyler made a motion to accept the minutes of 8/20/21 Regular Board meeting. Angus McDonald seconded the motion. The motion passed unanimously.

Angus McDonald made a motion to accept the minutes of 9/14/21 Personnel Committee meeting. Joan Gay seconded the motion. The motion passed unanimously.

CORRESPONDENCE – None.

COMMITTEE REPORTS

ETC

Susan Tyler discussed the following:

- Legal review of the proposed Board policies where questions arose regarding the roll of an Executive Committee. These questions will be taken back to the Joint Committee and then reported back on later.
- Workload plan for the next several months to address issues going forward.
- The Middletown Economic Development Committee of the city council met and Joe Somalis, MAT Chairman, presented the merger to the committee which voted unanimously to support it.
- Middlefield and Durham will not be calling a town meeting for the purposes of discussing the merger and /or voting to join Estuary until a letter from DOT has been received and accepted by both Boards.
- Intra-district Memorandum stated the intention to get votes by the Middletown members in October. That is unlikely to occur as Middlefield and Durham have yet to call a town meeting.

- The Committee passed a recommendation to the ETD Board, as Estuary will be the expanded district, to authorize the Joint Committee to sign any contract related to the merger that has been funded fully that is \$150k or less. Current by-laws for both Boards require anything over \$50k be approved by the full board. This recommendation would ask for the ability of that committee to approve anything up to \$150k.
- Total of 16 studies with a cost of around \$1.6 million regarding the merger of which 12 have been funded, must be competitively bid
- 7 less than \$50k, 4 between \$50k and \$150k, 1 over \$150k
- This reason for this suggestion is that it will provide some increased flexibility to not have to wait for a full board meeting and all to be conducted under the auspices of Estuary because Estuary will be the expanded district and the money for the studies was provided to Estuary. This all came about prior to our decision to move to a monthly meeting cycle.

Board discussion of the ETC recommendation did not reach a unanimous decision. Susan Tyler suggested a list of studies and procurements be sent out to the Board again and that the ETC bring the recommendation back for a formal vote at the October 15, 2021 meeting.

Following Executive Session, it has been agreed that each member of the 9Town Transit Board will brief their local elected officials on the status of negotiations regarding the future expansion of Estuary and that they will receive authorization from those local elected officials to accept a letter from DOT as submitted with the intention of having a motion to give Leslie Strauss authorization to sign at the October 15, 2021 Board Meeting. Susan Tyler will prepare a uniform statement and summary for the Board members to present to their local elected officials.

Personnel Committee

Noel Bishop reported:

- A motion was made in the Personnel Committee by Joe Comerford to recommend to the ETD Board of Directors to not implement a covid vaccine requirement yet but to develop a policy to incentivize for covid vaccine participation.
- The Personnel Committee will develop possible incentive policy recommendation with the attorney and health director and bring to the Board at the October Board meeting.

EXECUTIVE DIRECTOR'S REPORT

Joe Comerford reported:

- The District has been awarded \$1.8 million in Capital Grant however waiting on the addition of Procurement Specialist to prepare the necessary RFP's to get procurements out.
- Received the Fiscal Year 21-22 Transit Operating Documents from the DOT which provides ETD operating funds, and it had a 3% overall increase across board which will result in a small increase this year.
- Completed Park Connect Service that had an overall rough summer due to weather however weekend ridership was strong. Ridership results showed the need for Sunday service route 641 and Holiday service on those routes which will help get them funded on a permanent basis.
- Trolley service did well on the weekends.
- Met with DOT and will meet with DEEP/DOT to plan for next year's services based on the results from this year.

Peter Bierrie made a motion to accept the Executive Director’s Report as presented. Angus McDonald seconded the motion. The motion passed unanimously.

EXECUTIVE SESSION

Peter Bierrie made a motion to go into Executive Session at 10:10 a.m. for the purpose of discussing contract negotiations with DOT and attorney client privileged communications. Joan Gay seconded the motion. The motion passed unanimously.

Joe Comerford, Christina Denison and Lisa Gibson were invited into the Executive Session

Regular session resumed at: 10:45 a.m.

No action taken.

NEW BUSINESS

Authorize Acceptance of DOT Letter – item tabled

Advertising Contract

Joe Comerford stated that the original term for the current advertising contract for advertising on the back of the buses is over, and ETD is due to exercise an option year from 9/2021 through 8/2022. They pay ETD 52% of net revenue from the advertising sales which results in about \$30k per year in revenue. As a long-term strategy, it makes sense to have sources of income from other places as the towns like to hear that ETD is creative in finding other sources of income. ETD has a policy that restricts some advertising content.

Leslie Strauss made a motion to allow Joe Comerford to accept a one-year option to renew the advertising contract. Noel Bishop seconded the motion. The motion passed with Leslie Strauss opposing.

OLD BUSINESS - None.

CHAIR COMMENTS

Leslie Strauss announced the receipt of a letter of resignation from Lyme Representative, Susan Tyler effective October 29, 2021. The letter stated that “she has tremendously enjoyed participating in this organization and she knows it will continue to provide valuable service to the residents of the Lower Connecticut River Valley.” Leslie Strauss accepted the letter with tremendous regret on behalf of 9Town Transit. Susan Tyler will leave vacant the following rolls: ETD Board Member, Treasurer, Finance Committee Chair, ETC Chair and Personnel Committee member.

Leslie Strauss stated that she was very sad regarding the resignation of Susan Tyler from ETD Board of Directors.

BOARD MEMBER COMMENTS - None.

ADJOURNMENT

Angus McDonald made a motion to adjourn the meeting at 11:02 a.m. Tim Griswold seconded the motion. The motion passed unanimously.

Next Meeting – October 15, 2021 – 9:30

Respectfully Submitted,

Lisa Gibson
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
TUESDAY, SEPTEMBER 21, 2021, AT 1:00 PM.

CALL TO ORDER

The meeting was called to order by Susan Tyler at 1:03 p.m.

ROLL CALL

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

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

Absent: Beverly Lawrence

MOA DISCUSSION

Tyler reported that she, Laura Francis, and Joe Comerford met with Maureen Lawrence and Dennis Solensky from CT DOT on September 13. It was noted that the districts have approved the Letter of Intent and are willing to move forward without the \$2.5 million stipulation; however, it was stressed that the letter must be signed by the DOT Commissioner. Immediate approval of the TODs for the 3 new positions and for funds for the new shoreline facility were also requested.

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 Laura Francis and seconded by Ed Bailey. The motion passed unanimously. Invited into the Executive Session were all committee members, Leslie Strauss, Dave Lee, Joe Comerford, and Christina Denison. The Executive Session commenced at 1:05 p.m.

No actions were taken in Executive Session. The Executive Session concluded at 1:29 p.m.

DISCUSSION TOPICS

None.

OLD BUSINESS

A copy of the revised Board policies was included in the Committee's packet.

1. Board Policies

The revised policies were reviewed and discussed. Dave Lee will incorporate the changes into the By-laws and Board policies. Once complete, Tyler will send both documents to the full ETD Board to review.

2. Committee Workload

Tyler presented suggested proposals and asked the committee to review in greater detail prior to the next meeting.

3. Service Enhancements

Tyler noted that one component of the LCRVCOG study focused on service enhancements. After discussion, the committee agreed that ETD's Service Study Committee should be expanded to include members from both Boards.

4. Implementation Plan

Tyler indicated that the Implementation Plan referenced in the COG study acts as a working plan but will need to be revised.

NEW BUSINESS

Tyler reported that she will be resigning from the ETD Board in October. The Town of Lyme is actively seeking a replacement.

NEXT STEPS

1. Dave Lee will revise the Bylaws and policies and distribute to the committee.
2. Members will review the Committee Workplan for discussion at the next meeting.
3. Comerford will revise the Implementation Plan prior to the next meeting.

NEXT MEETING

The next meeting is scheduled for Tuesday, September 28, 2021, at the MAT Garage, 91 N. Main Street, Middletown at 1:00 p.m. with remote options.

ADJOURNMENT

A motion to adjourn was made by Joan Gay and seconded by Angus McDonald. The meeting was adjourned at 2:03 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
TUESDAY, SEPTEMBER 28, 2021, AT 1:00 PM.

CALL TO ORDER

The meeting was called to order by Susan Tyler, Chair, at 1:01 p.m.

ROLL CALL

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

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

MOA DISCUSSION

Tyler reported there has been no word from DOT regarding the letter from DOT or the three positions. Comerford noted that he has spoken to Maureen Lawrence at DOT; per Lawrence, negotiations continue on the Middletown O&G property and the TODs.

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 Laura Francis and seconded by Ed Bailey. The motion passed unanimously. Invited into the Executive Session were all committee members, Leslie Strauss, Dave Lee, Joe Comerford, and Christina Denison. The Executive Session commenced at 1:03 p.m.

No actions were taken in Executive Session. The Executive Session concluded at 1:18 p.m.

A motion was made to re-enter Executive Session at 1:31 p.m. by Laura Francis and seconded by Ed Bailey. The motion passed unanimously. Invited into the Executive Session were all committee members, Leslie Strauss, Dave Lee, Joe Comerford, and Christina Denison.

No actions were taken in Executive Session. The Executive Session concluded at 1:57 p.m.

DISCUSSION TOPICS

None.

OLD BUSINESS

1. Board Policies

Tyler reported that she has received several comments regarding the revised policies from ETD Board members. Review will continue

2. Committee Workload

No comments from the committee.

3. Implementation Plan

Comerford reported that the plan has been revised; details contingent upon the Letter of Intent being signed. Further revisions will be needed.

4. Land Acquisition

Comerford reported that he has not received any news regarding the shoreline site and will follow-up with Maureen Lawrence at DOT.

NEW BUSINESS

None.

NEXT STEPS

1. Members will review the Implementation Plan for discussion at the next meeting.
2. Comerford and Denison will draft a Communications Plan prior to the next meeting.
3. Comerford will continue to monitor DOT and keep the committee informed about the Letter of Intent, the TODs and the land acquisition.
4. Comerford will prepare a presentation regarding the shoreline land acquisition for the October ETD Board meeting.

NEXT MEETING

The next meeting is scheduled for Tuesday, October 12, 2021, at the MAT Garage, 91 N. Main Street, Middletown at 1:00 p.m. with remote options.

ADJOURNMENT

A motion to adjourn was made by Angus McDonald and seconded by Joan Gay. The meeting was adjourned at 2:00 p.m.

Respectfully submitted,

Christina Denison
Clerk

ESTUARY TRANSIT DISTRICT
FINANCE COMMITTEE MEETING
WEDNESDAY OCTOBER 13, 2021

Call to Order

The meeting of the Estuary Transit District Finance Committee was called to order by Susan Tyler at 9:35 a.m. via zoom conference call.

Roll Call

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

Absent: Joan Gay

Charlie Norz joined the meeting at 9:40 a.m.

Karl Kilduff left the meeting at 10:29 a.m.

Staff: Joe Comerford, Halyna Famiglietti and Lisa Gibson

Guest: None.

Susan Tyler confirmed her resignation effective October 29, 2021 and stated that Charlie Norz would be appointed as Treasurer and Finance Committee Chair at the upcoming ETD Board meeting.

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 Salary Increases– Joe Comerford

Peter Bierrie made a motion to recommend to the ETD Board to increase Driver wage \$1.00 per hour effective October 4, 2021 – June 30, 2022 and to increase Administrative Staff wage 3% effective July 1, 2021 – June 30, 2022. Charlie Norz seconded the motion. The motion passed unanimously.

Discussion of XtraMile Fares – Joe Comerford

Peter Bierrie made a motion to recommend to the ETD Board to approve a fare of \$1.75 for XtraMile service pending CDOT approval to be implemented by the ETD Executive Director as soon as practicable. Charlie Norz seconded the motion. The motion passed unanimously.

Other Business

None.

The next Finance Committee meeting to be determined by Treasurer, Finance Manager and Executive Director.

Adjournment

Peter Bierrie made a motion to adjourn the meeting at 10:40 a.m. Charlie Norz seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Lisa Gibson
Administrative Secretary

Susan Tyler
Treasurer

ESTUARY TRANSIT DISTRICT
PERSONNEL COMMITTEE MEETING
TUESDAY OCTOBER 4, 2021

Call to Order

The meeting of the Estuary Transit District Personnel Committee was called to order by Noel Bishop at 9:00 a.m. via zoom conference call.

Roll Call

Those in attendance included: Noel Bishop, Susan Tyler and Leslie Strauss

Staff: Joe Comerford and Lisa Gibson

Guest: Karl Kilduff, ETD Board, Clinton

Executive Session – N. Bishop

Noel Bishop made a motion to go into Executive Session at 9:01 a.m. for the purpose of discussion of communications with attorney. Susan Tyler seconded the motion. The motion passed unanimously.

Joe Comerford, Leslie Strauss and Lisa Gibson were invited into the Executive Session.

Karl Kilduff joined the meeting at 9:12 a.m.

Regular session resumed at: 9:26 a.m.

Discussion of Vaccination Policies – N. Bishop

Susan Tyler made a motion to recommend that the ETD Board of Directors continue the current incentive program of additional 8 hours of vacation and extend the program to the end of the year to incentivize unvaccinated staff to vaccinate. Noel Bishop seconded the motion. The motion passed unanimously.

Adjournment

Noel Bishop made a motion to adjourn the meeting at 9:28 a.m. Susan Tyler seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Lisa Gibson
Clerk



**STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION**

**2800 Berlin Turnpike, P.O. Box 317546
Newington, Connecticut 06131-7546
860-594-3002**



*Office of the
Commissioner*

October 7, 2021

Leslie Strauss, Chair
Estuary Transit District
17 Industrial Park Road Suite 6
Centerbrook, CT 06409

Joseph Samolis, Chair
Middletown Transit District
340 Main Street
Middletown, CT 06457

Dear Chairpersons Samolis and Strauss,

Subject: Merger – Estuary Transit District / Middletown Transit District

The Connecticut Department of Transportation (Department) is in receipt of a copy of the Memorandum of Agreement by and between the Estuary Transit District (ETD) and the Middletown Transit District (aka Middletown Area Transit, hereafter referred to as MAT) dated July 23, 2021, (MOA) relative to the proposed merger between the entities. The merger reflects the recommendations of the 2020 Lower Connecticut River Valley Transit Study (Study). The Department supports the proposed merger as outlined in the MOA and anticipates that the merger will enhance efficiencies and service to the region’s communities.

The purpose of this letter is to define the Department’s proposed obligations relative to activities prior to the effective date of the merger and to the expanded entity. The Department’s proposed obligations are contingent on the merger taking place. This letter is not intended to constitute a legally binding offer or agreement by the Department. The Department’s obligations relative to the expanded entity are conditioned on the Amended Master Agreement (as hereinafter defined) being executed by all required governmental authorities. Additionally, all funding commitments outlined below are subject to the annual appropriation of funds by the State and, if applicable, the annual appropriation of Federal funds. The Department shall make the final determination as to the amount of funding to be provided under any agreements with ETD or MAT. However, the Department does not anticipate that the merger will negatively impact the current funding provided collectively to MAT and ETD which, together with the costs associated with the three (3) positions outlined on this page in item 4 below prior to the effective date of the amended Master Agreement, will serve as the baseline for future funding commitments to the expanded

entity. Upon completion of the commitments related to the acquisition and construction facilities the Department's fiscal responsibilities for the merger itself shall be considered largely completed.

As outlined in the MOA, after the merger, the expanded entity will be known as Estuary Transit District (ETD). Since the Department already has an existing Master Agreement with ETD, that Master Agreement (11.06-01 (20)) either will need to be amended or superseded with a new agreement (the "Amended Master Agreement") to reflect any new terms and conditions. It is anticipated that the Amended Master Agreement will be executed after the ETD Board of Directors votes to accept the former MAT member municipalities as ETD members. Until the Amended Master Agreement is executed, the existing Master Agreements with ETD and MAT remain in effect and as the operative documents between the Department, ETD and MAT, respectively.

Prior to the effective date of the Amended Master Agreement, the Department agrees that:

1. It will complete a Facility Master Plan as recommended by the Study with ETD and MAT by July 1, 2022. Elements of the plan shall include the following:
 - a. Expansion of the facility at 91 North Main Street in Middletown to increase functionality for operations management and vehicle servicing;
 - b. Construction of a new shared vehicle maintenance facility in Middletown to provide in-house vehicle maintenance functions for the expanded ETD;
 - c. Construction of a new satellite facility for dispatch and staging of vehicles.
2. It will prepare a timeline for property acquisition and capital programming in the State Transportation Improvement Program in coordination with ETD and MAT.
3. A satellite operating facility for the dispatch and staging of vehicles is a vital part of the post-merger service. The Department will evaluate the site in Westbrook, CT identified in the Study as the potential site (Westbrook Site), including the programming of capital funding sources by November 30, 2021 for the acquisition of the property. In the event it is determined that the Westbrook site is not available or does not meet the necessary requirements, the Department agrees to perform another site selection for an alternative site in the greater Old Saybrook/Westbrook area. It will be completed within twelve months of such determination, with acquisition activities to commence upon selection.
4. In order to support the completion of the merger, the Department will provide funding for the new HR/Payroll Manager, Grants and Procurement Specialist and Lead Supervisor positions identified in the Study after this letter is signed by the Department and accepted by ETD and MAT. It is agreed that the position of Lead Supervisor can be filled concurrent with the relocation of ETD administration and management staff to Middletown. After the merger, positions will be restructured as described in the study and referenced in article 6 of the post-merger section below. ETD's and MAT's separate operations will continue to be funded pursuant to their existing agreements until the earlier of the date the merger is completed or the date each respective existing Master Agreement expires.

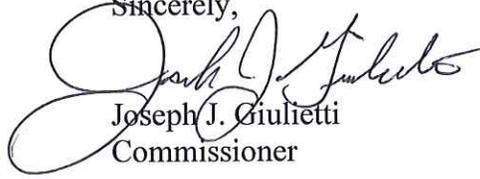
After the effective date of the Amended Master Agreement, the Department agrees that:

1. The expanded ETD shall be eligible for any financial or other benefit that would have been provided both to MAT and ETD had each remained separate.

2. There is no anticipated diminution of state or federal funding for the expanded ETD compared to the funding received by MAT and ETD prior to the merger, subject to the availability of state and federal appropriations.
3. The Department will consider any and all former outstanding financial obligations of MAT to be satisfied.
4. Any cost savings achieved through service changes or efficiencies in the operations of the expanded ETD following the date the Merger Agreement is executed shall remain with the expanded ETD so that such funds shall be used to enhance service.
5. It is not expected that local match contributions will need to change as a direct result of the expanded ETD itself. However, the cost-of-service enhancements, etc. may result in increased operating budget and may require a proportional increase in local match contributions.
6. The Department recognizes that initiatives need to be undertaken to support the success of the merger and is committed to moving the following forward, as funding allows:
 - a. allowing for the creation of new positions based on cost neutral staffing redistribution and other staffing recommendations identified in the study. The redistribution reduces the number of duplicate positions i.e., one (1) Executive Director as opposed to two (2), one (1) Financial Director as opposed to two (2), etc. while planning for the optimal number of positions required to support merged operations and expanded maintenance facilities. It also makes ETD and MAT personnel policies consistent; and
 - b. funding the maintenance of new and/or renovated facilities; and
 - c. preparing for additional Special Studies recommended in the Study and any Appendices thereto, or as otherwise may be recommended, from time to time, either before, during or after the MAT member municipalities join ETD; and
 - d. programming future funding to implement further capital projects for the expanded ETD.
7. If the Westbrook Site meets the necessary requirements, facilitate the commencement of the site acquisition.
8. The Department shall provide capital funding for land acquisition, site preparation, design, and construction of new facilities, capital funding for design and construction of renovated facilities, and increased operating funds as necessary to maintain new/renovated facilities.
9. The Department shall work with the expanded ETD to adopt a timeline for property acquisition and capital programming in the State Transportation Improvement Program.
10. The Department shall participate in any environmental remediation costs if remediation is required at sites formerly utilized for transit operations or sites to be acquired for new transit facilities (ie: the Westbrook Site). Since the Department will now own these site(s), neither the Districts nor their local government members are expected to pay for remediation costs, if any, at existing or newly acquired facility site(s).

If you have any questions, please feel free to contact Dennis Solensky, the Department Transit Administrator, at (860) 594-2829 or at Dennis.Solensky@ct.gov. We look forward to working with you on this matter.

Sincerely,


Joseph J. Giulietti
Commissioner

The above terms and conditions are hereby acknowledged and accepted by:

Leslie Strauss, Chair
Estuary Transit District

Joseph Samolis, Chair
Middletown Area Transit

Signature _____

Signature _____

Date _____

Date _____

ESTUARY TRANSIT DISTRICT					
For the Period July 1, 2021 to August 31, 2021					
	YTD ACTUAL	YTD BUDGET AMOUNT	YTD VARIANCE	TOTAL FY22 BUDGET	REMAINING BUDGET
REVENUE					
405 · FAREBOX REVENUE	\$ 18,917	\$ 15,638	\$ 3,280	\$ 93,825	\$ 74,908
405 · DURHAM & HADDAM REVENUE	\$ -	\$ 6,692	\$ (6,692)	\$ 40,150	\$ 40,150
405 · MIDDLESEX HOSPITAL PHP	\$ 6,525	\$ -	\$ 6,525	\$ -	\$ (6,525)
405 · OTHER REVENUE	\$ 5,117	\$ 18,108	\$ (12,991)	\$ 108,650	\$ 103,533
408 · ADVERTISING	\$ -	\$ 18,625	\$ (18,625)	\$ 53,950	\$ 53,950
CARES ACT	\$ -	\$ 30,935	\$ (30,935)	\$ 187,585	\$ 187,585
TOTAL REVENUE	\$ 30,559	\$ 89,998	\$ (59,438)	\$ 484,160	\$ 453,601
EXPENSES					
501 · LABOR	\$ 131,822	\$ 218,996	\$ 87,173	\$ 1,313,975	\$ 1,182,153
502 · FRINGE BENEFITS	\$ 63,942	\$ 99,492	\$ 35,549	\$ 596,950	\$ 533,008
503 · SERVICES	\$ 37,789	\$ 22,033	\$ (15,755)	\$ 132,200	\$ 96,454
503.01 · MANAGEMENT	\$ 16,418	\$ 40,000	\$ 23,582	\$ 240,000	\$ 223,582
503.10 · MAINTENANCE	\$ 19,690	\$ 35,863	\$ 16,173	\$ 215,175	\$ 195,485
504 · MATERIALS & SUPPLIES	\$ 4,403	\$ 3,238	\$ (1,257)	\$ 19,425	\$ 15,022
505 · UTILITIES	\$ 18,247	\$ 13,092	\$ (5,156)	\$ 78,550	\$ 60,303
506 · CASUALTY & LIABILITY COST	\$ 17,880	\$ 7,667	\$ (10,213)	\$ 46,000	\$ 28,120
507 · FUEL	\$ 38,913	\$ 44,583	\$ 5,671	\$ 267,500	\$ 228,587
509 · MISCELLANEOUS EXPENSE	\$ 6,707	\$ 5,775	\$ (932)	\$ 34,650	\$ 27,943
Contingency	\$ -	\$ 5,242	\$ 5,242	\$ 37,310	\$ 37,310
TOTAL EXPENSES	\$ 355,811	\$ 495,979	\$ 140,077	\$ 2,981,735	\$ 2,627,967

	Surplus/ (Deficit)		
	DOT	LOCAL	Local Reserved for DAR
Regional Shuttle	\$ -		
RT.81	\$ -		
Mid-Shore Shuttle	\$ -		
Riverside Shuttle Ext.	\$ -		
TOC		\$ -	
MGP		\$ -	
DAR		\$ -	
ADA		\$ -	
Trolley		\$ -	
TOTAL	\$ -	\$ -	\$ -
XMILE		\$ -	
ParkConnect	\$ 8,484		

	REGIONAL SHUTTLE				
	For the Period July 1, 2021 to August 31, 2021				
	YTD Actuals	YTD Budget	YTD VARIANCE	TOTAL FY 22 BUDGET	REMAINING BUDGET
REVENUE					
405 · FAREBOX REVENUE	\$ 15,408	\$ 10,000	\$ 5,408	\$ 60,000	\$ 44,592
405 · DURHAM & HADDAM REVENUE	\$ -	\$ -	\$ -		\$ -
405 · MIDDLESEX HOSPITAL PHP	\$ -	\$ -	\$ -		\$ -
405 · OTHER REVENUE	\$ -	\$ 18,108	\$ (18,108)	\$ 108,650	\$ 108,650
408 · ADVERTISING	\$ -	\$ 5,000	\$ (5,000)	\$ 30,000	\$ 30,000
CARES ACT		\$ 20,208	\$ (20,208)	\$ 121,250	\$ 121,250
TOTAL REVENUE	\$ 15,408	\$ 53,317	\$ (37,909)	\$ 319,900	\$ 304,492
EXPENSES		\$ -			
501 · LABOR	\$ 55,100	\$ 132,000	\$ 76,900	\$ 792,000	\$ 736,900
502 · FRINGE BENEFITS	\$ 29,084	\$ 63,250	\$ 34,166	\$ 379,500	\$ 350,416
503 · SERVICES	\$ 29,429	\$ 18,867	\$ (10,562)	\$ 113,200	\$ 83,771
503.01 · MANAGEMENT	\$ 16,418	\$ 36,000	\$ 19,582	\$ 216,000	\$ 199,582
503.10 · MAINTENANCE	\$ 7,222	\$ 13,333	\$ 6,111	\$ 80,000	\$ 72,778
504 · MATERIALS & SUPPLIES	\$ 2,495	\$ 750	\$ (1,745)	\$ 4,500	\$ 2,005
505 · RENT & UTILITIES	\$ 13,771	\$ 11,467	\$ (2,304)	\$ 68,800	\$ 55,029
506 · CASUALTY & LIABILITY COST	\$ 10,716	\$ 5,333	\$ (5,383)	\$ 32,000	\$ 21,284
507 · FUEL	\$ 14,936	\$ 16,833	\$ 1,897	\$ 101,000	\$ 86,064
509 · MISCELLANEOUS EXPENSE	\$ 2,559	\$ 1,333	\$ (1,225)	\$ 8,000	\$ 5,441
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENSES	\$ 181,730	\$ 299,167	\$ 117,437	\$ 1,795,000	\$ 1,613,270
DEFICIT	\$ 166,322				
DOT	\$ 166,322		\$ 1,061,017		
Surplus/(Deficit)	\$ -				

RT. 81 - Madison-Middletown					
For the Period July 1, 2021 to August 31, 2021					
	YTD Actuals	YTD Budget	YTD VARIANCE	TOTAL FY 22 BUDGET	REMAINING BUDGET
REVENUE					
405 · FAREBOX REVENUE	\$ 563	\$ 258	\$ 305	\$ 1,550	\$ 987
405 · DURHAM & HADDAM REVENUE	\$ -	\$ -	\$ -		\$ -
405 · MIDDLESEX HOSPITAL PHP	\$ -	\$ -	\$ -		\$ -
405 · OTHER REVENUE	\$ -	\$ -	\$ -		\$ -
408 · ADVERTISING	\$ -	\$ -	\$ -		\$ -
CARES ACT	\$ -	\$ 1,175	\$ (1,175)	\$ 7,050	\$ 7,050
TOTAL REVENUE	\$ 563	\$ 1,433	\$ (870)	\$ 8,600	\$ 8,037
EXPENSES					
		\$ -			
501 · LABOR	\$ 10,295	\$ 11,167	\$ 871	\$ 67,000	\$ 56,705
502 · FRINGE BENEFITS	\$ 4,025	\$ 4,250	\$ 225	\$ 25,500	\$ 21,475
503 · SERVICES		\$ -			
503.01 · MANAGEMENT		\$ -			
503.10 · MAINTENANCE	\$ 2,235	\$ 4,333	\$ 2,098	\$ 26,000	\$ 23,765
504 · MATERIALS & SUPPLIES		\$ -			
505 · RENT & UTILITIES	\$ 822	\$ 258	\$ (564)	\$ 1,550	\$ 728
506 · CASUALTY & LIABILITY COST		\$ -			
507 · FUEL	\$ 4,524	\$ 5,550	\$ 1,026	\$ 33,300	\$ 28,776
509 · MISCELLANEOUS EXPENSE	\$ 2,432	\$ 875	\$ (1,557)	\$ 5,250.00	\$ 2,818
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENSES	\$ 24,334	\$ 26,433	\$ 2,099	\$ 158,600	\$ 134,266
DEFICIT	\$ 23,771				
DOT	\$ 23,771				
Surplus/(Deficit)	\$ -				

	MID-SHORE SHUTTLE				
	For the Period July 1, 2021 to August 31, 2021				
	YTD Actuals	YTD Budget	YTD VARIANCE	TOTAL FY 22 BUDGET	REMAINING BUDGET
REVENUE					
405 · FAREBOX REVENUE	\$ 425	\$ 592	\$ (167)	\$ 3,550	\$ 3,125
405 · DURHAM & HADDAM REVENUE	\$ -	\$ -	\$ -		\$ -
405 · MIDDLESEX HOSPITAL PHP	\$ -	\$ -	\$ -		\$ -
405 · OTHER REVENUE	\$ -	\$ -	\$ -		\$ -
408 · ADVERTISING	\$ -	\$ -	\$ -		\$ -
CARES ACT	\$ -	\$ -	\$ -	\$ 7,625	\$ 7,625
TOTAL REVENUE	\$ 425	\$ 592	\$ (167)	\$ 11,175	\$ 10,750
EXPENSES					
501 · LABOR	\$ 13,035	\$ 15,667	\$ 2,632	\$ 94,000	\$ 80,965
502 · FRINGE BENEFITS	\$ 8,734	\$ 5,833	\$ (2,900)	\$ 35,000	\$ 26,266
503 · SERVICES	\$ 2,043	\$ -	\$ (2,043)		
503.01 · MANAGEMENT		\$ -	\$ -		
503.10 · MAINTENANCE	\$ 2,579	\$ 4,658	\$ 2,079	\$ 27,950	\$ 25,371
504 · MATERIALS & SUPPLIES		\$ -	\$ -		
505 · RENT & UTILITIES	\$ 948	\$ 275	\$ (673)	\$ 1,650	\$ 702
506 · CASUALTY & LIABILITY COST		\$ -	\$ -		
507 · FUEL	\$ 5,220	\$ 5,950	\$ 730	\$ 35,700	\$ 30,480
509 · MISCELLANEOUS EXPENSE	\$ 350	\$ 546	\$ 196	\$ 3,275	\$ 2,925
Contingency	\$ -	\$ 3,267	\$ 3,267	\$ 19,600	\$ 19,600
TOTAL EXPENSES	\$ 32,909	\$ 36,196	\$ 3,287	\$ 217,175	\$ 186,308

DEFICIT	\$ 32,484
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\$

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DOT	\$ 32,484
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Surplus/(Deficit)	\$ -
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Riverside EXT					
For the Period July 1, 2021 to August 31, 2021					
	YTD Actuals	YTD Budget	YTD VARIANCE	TOTAL FY 22 BUDGET	REMAINING BUDGET
REVENUE					
405 · FAREBOX REVENUE	\$ 251	\$ 392	\$ (141)	\$ 2,350	\$ 2,099
405 · DURHAM & HADDAM REVENUE		\$ -	\$ -		\$ -
405 · MIDDLESEX HOSPITAL PHP		\$ -	\$ -		\$ -
405 · OTHER REVENUE		\$ -	\$ -		\$ -
408 · ADVERTISING		\$ -	\$ -		\$ -
CARES ACT		\$ -	\$ -	\$ 3,350	\$ 3,350
TOTAL REVENUE	\$ 251	\$ 392	\$ (141)	\$ 5,700	\$ 5,449
EXPENSES					
501 · LABOR	\$ 7,363	\$ 7,504	\$ 142	\$ 45,025	\$ 37,662
502 · FRINGE BENEFITS	\$ 4,172	\$ 2,217	\$ (1,955)	\$ 13,300	\$ 9,128
503 · SERVICES		\$ -			
503.01 · MANAGEMENT		\$ -			
503.10 · MAINTENANCE	\$ 860	\$ 1,554	\$ 694	\$ 9,325	\$ 8,465
504 · MATERIALS & SUPPLIES		\$ -			
505 · RENT & UTILITIES	\$ 316	\$ 92	\$ (224)	\$ 550	\$ 234
506 · CASUALTY & LIABILITY COST		\$ -	\$ -		
507 · FUEL	\$ 1,740	\$ 1,983	\$ 243	\$ 11,900	\$ 10,160
509 · MISCELLANEOUS EXPENSE	\$ 817	\$ 67	\$ (751)	\$ 400	\$ (417)
Contingency	\$ -	\$ 1,867	\$ 1,867	\$ 11,200	\$ 11,200
TOTAL EXPENSES	\$ 15,268	\$ 15,283	\$ 16	\$ 91,700	\$ 76,432

DEFICIT	\$ 15,017
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DOT	\$ 15,017
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Surplus/(Deficit)	\$ -
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\$ 15,283.33

	TRANSIT ON CALL				
	For the Period July 1, 2021 to August 31, 2021				
	YTD Actuals	YTD Budget	YTD VARIANCE	TOTAL FY 22 BUDGET	REMAINING BUDGET
REVENUE					
405 · FAREBOX REVENUE	\$ 155	\$ 417	\$ (262)	\$ 2,500	\$ 2,345
405 · DURHAM & HADDAM REVENUE	\$ -	\$ -	\$ -		\$ -
405 · MIDDLESEX HOSPITAL PHP	\$ -	\$ -	\$ -		\$ -
405 · OTHER REVENUE		\$ -	\$ -		\$ -
408 · ADVERTISING	\$ -	\$ 12,042	\$ (12,042)	\$ 14,450	\$ 14,450
RURAL CARES	\$ -	\$ 1,875	\$ (1,875)	\$ 2,250	\$ 2,250
TOTAL REVENUE	\$ 155	\$ 14,333	\$ (14,178)	\$ 19,200	\$ 19,045
EXPENSES					
501 · LABOR	\$ 5,880	\$ 5,992	\$ 112	\$ 35,950	\$ 30,070
502 · FRINGE BENEFITS	\$ 1,957	\$ 1,775	\$ (182)	\$ 10,650	\$ 8,693
503 · SERVICES	\$ 1,627	\$ 608	\$ (1,018)	\$ 3,650	\$ 2,023
503.01 · MANAGEMENT		\$ 4,000	\$ 4,000	\$ 24,000	\$ 24,000
503.10 · MAINTENANCE	\$ 688	\$ 1,250	\$ 562	\$ 7,500	\$ 6,812
504 · MATERIALS & SUPPLIES	\$ 277	\$ 83	\$ (194)	\$ 500	\$ 223
505 · RENT & UTILITIES	\$ 475	\$ 667	\$ 192	\$ 4,000	\$ 3,525
506 · CASUALTY & LIABILITY COST	\$ 1,191	\$ 167	\$ (1,024)	\$ 1,000	\$ (191)
507 · FUEL	\$ 1,392	\$ 1,583	\$ 191	\$ 9,500	\$ 8,108
509 · MISCELLANEOUS EXPENSE	\$ 256	\$ 133	\$ (122)	\$ 800	\$ 544
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENSES	\$ 13,741	\$ 16,258	\$ 2,517	\$ 97,550	\$ 83,809

DEFICIT	\$ 13,586
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DOT	\$ 10,920	\$ 65,519
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LOCAL	\$ 2,667
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Surplus/(Deficit)	\$ -
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MUNICIPAL GRANT PROGRAMM					
For the Period July 1, 2021 to August 31, 2021					
	YTD Actuals	YTD Budget	YTD VARIANCE	TOTAL FY 22 BUDGET	REMAINING BUDGET
REVENUE					
405 · FAREBOX REVENUE	\$ 214	\$ 1,583	\$ (1,370)	\$ 9,500	\$ 9,287
405 · DURHAM & HADDAM REVENUE		\$ -	\$ -	\$ -	\$ -
405 · MIDDLESEX HOSPITAL PHP		\$ -	\$ -	\$ -	\$ -
405 · OTHER REVENUE		\$ -	\$ -	\$ -	\$ -
408 · ADVERTISING		\$ -	\$ -	\$ -	\$ -
CARES ACT		\$ -	\$ -	\$ -	\$ -
TOTAL REVENUE	\$ 214	\$ 1,583	\$ (1,370)	\$ 9,500	\$ 9,287
EXPENSES					
501 · LABOR	\$ 15,672	\$ 14,167	\$ (1,506)	\$ 85,000	\$ 69,328
502 · FRINGE BENEFITS	\$ 6,398	\$ 7,417	\$ 1,019	\$ 44,500	\$ 38,102
503 · SERVICES	\$ 1,713	\$ 833	\$ (879)	\$ 5,000	\$ 3,287
503.01 · MANAGEMENT		\$ -			
503.10 · MAINTENANCE	\$ 2,064	\$ 4,033	\$ 1,970	\$ 24,200	\$ 22,137
504 · MATERIALS & SUPPLIES	\$ 1,631	\$ 896	\$ (735)	\$ 5,375	\$ 3,744
505 · RENT & UTILITIES	\$ 1,361	\$ 242	\$ (1,119)	\$ 1,450	\$ 89
506 · CASUALTY & LIABILITY COST	\$ 5,973	\$ 2,167	\$ (3,806)	\$ 13,000	\$ 7,027
507 · FUEL	\$ 4,176	\$ 5,167	\$ 991	\$ 31,000	\$ 26,824
509 · MISCELLANEOUS EXPENSE	\$ 125	\$ 163	\$ 37	\$ 975	\$ 850
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENSES	\$ 39,112	\$ 35,083	\$ (4,029)	\$ 210,500	\$ 171,388

DEFICIT	\$ 38,899
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DOT	\$ 38,899
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Surplus/(Deficit)	\$ -
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\$ 17,542

	DAR				
	For the Period July 1, 2021 to August 31, 2021				
	YTD Actuals	YTD Budget	YTD VARIANCE	TOTAL FY 22 BUDGET	REMAINING BUDGET
REVENUE					
405 · FAREBOX REVENUE	\$ 1,903	\$ 1,083	\$ 819	\$ 6,500	\$ 4,597
405 · DURHAM & HADDAM REVENUE		\$ 6,692	\$ (6,692)	\$ 40,150	\$ 40,150
405 · MIDDLESEX HOSPITAL PHP	\$ 6,525	\$ -	\$ 6,525		\$ (6,525)
405 · OTHER REVENUE	\$ 5,117	\$ -	\$ 5,117		\$ (5,117)
408 · ADVERTISING		\$ 1,583	\$ (1,583)	\$ 9,500	\$ 9,500
CARES ACT		\$ 7,677	\$ (7,677)	\$ 46,060	\$ 46,060
TOTAL REVENUE	\$ 13,545	\$ 17,035	\$ (3,490)	\$ 102,210	\$ 88,665
EXPENSES					
501 · LABOR	\$ 5,556	\$ 7,333	\$ 1,778	\$ 44,000	\$ 38,445
502 · FRINGE BENEFITS	\$ 2,873	\$ 2,417	\$ (457)	\$ 14,500	\$ 11,627
503 · SERVICES	\$ 1,353	\$ 1,725	\$ 372	\$ 10,350	\$ 8,997
503.01 · MANAGEMENT		\$ -			
503.10 · MAINTENANCE	\$ 1,548	\$ 1,867	\$ 319	\$ 11,200	\$ 9,652
504 · MATERIALS & SUPPLIES		\$ 92		\$ 550	\$ 550
505 · RENT & UTILITIES	\$ 555	\$ 92	\$ (463)	\$ 550	\$ (5)
506 · CASUALTY & LIABILITY COST		\$ -			
507 · FUEL	\$ 3,132	\$ 2,350	\$ (782)	\$ 14,100	\$ 10,968
509 · MISCELLANEOUS EXPENSE	\$ 168	\$ 75	\$ (93)	\$ 450	\$ 282
Contingency	\$ -	\$ 109	\$ 109	\$ 6,510.00	\$ 6,510
TOTAL EXPENSES	\$ 15,185	\$ 16,059	\$ 782	\$ 102,210	\$ 87,025

DEFICIT	\$ (1,640)
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LOCAL	\$ 1,640
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Surplus/(Deficit)	\$ -
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	X-MILE				
	For the Period July 1, 2021 to August 31, 2021				
	YTD Actuals	YTD Budget	YTD VARIANCE	TOTAL FY 22 BUDGET	REMAINING BUDGET
REVENUE					
405 · FAREBOX REVENUE	\$ -	\$ 1,313	\$ (1,313)	\$ 7,875	\$ 7,875
405 · DURHAM & HADDAM REVENUE		\$ -			
405 · MIDDLESEX HOSPITAL PHP		\$ -			
405 · OTHER REVENUE		\$ -			
408 · ADVERTISING		\$ -			
CARES ACT		\$ -			
TOTAL REVENUE	\$ -	\$ 1,313	\$ (1,313)	\$ 7,875	\$ 7,875
EXPENSES					
501 · LABOR	\$ 18,921	\$ 25,167	\$ 6,245	\$ 151,000	\$ 132,079
502 · FRINGE BENEFITS	\$ 6,700	\$ 12,333	\$ 5,634	\$ 74,000	\$ 67,300
503 · SERVICES	\$ 1,624	\$ -	\$ (1,624)		\$ (1,624)
503.01 · MANAGEMENT		\$ -	\$ -		\$ -
503.10 · MAINTENANCE	\$ 2,494	\$ 4,833	\$ 2,339	\$ 29,000	\$ 26,506
504 · MATERIALS & SUPPLIES		\$ 1,417	\$ 1,417	\$ 8,500	\$ 8,500
505 · RENT & UTILITIES		\$ -	\$ -		\$ -
506 · CASUALTY & LIABILITY COST		\$ -	\$ -		\$ -
507 · FUEL	\$ 3,793	\$ 5,167	\$ 1,374	\$ 31,000	\$ 27,207
509 · MISCELLANEOUS EXPENSE		\$ 2,583	\$ 2,583	\$ 15,500	\$ 15,500
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENSES	\$ 33,532	\$ 51,500	\$ 17,968	\$ 309,000	\$ 275,468

DEFICIT \$ 33,532

CARE ACT \$ 33,532

Surplus/(Deficit) \$ -

ETD FY March 2020-August 31, 2021

	X-MILE CARE ACT REVENUE
AWARDED	\$ 960,000

DRAW	\$ 158,643
Obligated	\$ 33,532
Remaining BALANCE	\$ 767,825

PARK CONNECT	
For the Period May 29, 2021 to August 31, 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	\$ 75,183
502 · FRINGE BENEFITS	\$ 32,812
503 · SERVICES	\$ 21,758
503.01 · MANAGEMENT	\$ -
503.10 · MAINTENANCE	\$ 10,388
504 · MATERIALS & SUPPLIES	\$ -
505 · RENT & UTILITIES	\$ 501
506 · CASUALTY & LIABILITY COST	
507 · FUEL	\$ 23,096
509 · MISCELLANEOUS EXPENSE	\$ 8,274.07
TOTAL EXPENSES	\$ 172,012
DEFICIT	\$ 172,012
DOT	\$ 180,497
Surplus/(Deficit)	\$ 8,484

ETD FY 20-21 (July to June)

	URBAN CARE ACT REVENUE	
OPR AWARDED	\$	1,540,000
DRAW	\$	178,086
Obligated	\$	144,795
SPEND	\$	322,881
Remaining BALANCE	\$	1,217,119

ETD FY March 2020-August 31, 2021

	X-MILE CARE ACT REVENUE	
AWARDED	\$	960,000
DRAW	\$	158,643
Obligated	\$	33,532
SPEND	\$	192,175
Remaining BALANCE	\$	767,825

	OTHER CARE ACT REVENUE	
OPR AWARDED	\$	1,540,000
DRAW	\$	178,086
Obligated	\$	144,795
SPEND	\$	322,881
Remaining BALANCE	\$	1,217,119

	TOTAL CARE ACT REVENUE	
OPR AWARDED	\$	2,500,000
DRAW	\$	336,729
Obligated	\$	178,327
SPEND	\$	515,056
Remaining BALANCE	\$	1,984,944

	ADA				
	For the Period July 1, 2021 to August 31, 2021				
	YTD Actuals	YTD Budget	VARIANCE Under/(Over)	TOTAL FY 22 BUDGET	REMAINING BUDGET
REVENUE					
405 · FAREBOX REVENUE		\$ 583	\$ 583	\$ 3,500	\$ 3,500
405 · DURHAM & HADDAM REVENUE		\$ -	\$ -		\$ -
405 · MIDDLESEX HOSPITAL PHP		\$ -	\$ -	\$ -	\$ -
405 · OTHER REVENUE		\$ -	\$ -		\$ -
408 · ADVERTISING		\$ -	\$ -		\$ -
CARES ACT		\$ -	\$ -	\$ -	\$ -
TOTAL REVENUE	\$ -	\$ 583	\$ 583	\$ 3,500	\$ 3,500
EXPENSES	\$ -				
501 · LABOR		\$ -	\$ -	\$ 80,000	\$ 80,000
502 · FRINGE BENEFITS		\$ 6,667	\$ 6,667	\$ 40,000	\$ 40,000
503 · SERVICES		\$ -	\$ -		\$ -
503.01 · MANAGEMENT		\$ -	\$ -		\$ -
503.10 · MAINTENANCE		\$ 4,000	\$ 4,000	\$ 24,000	\$ 24,000
504 · MATERIALS & SUPPLIES		\$ -	\$ -		\$ -
505 · RENT & UTILITIES		\$ 500	\$ 500	\$ 3,000	\$ 3,000
506 · CASUALTY & LIABILITY COST		\$ -	\$ -		\$ -
507 · FUEL		\$ 5,167	\$ 5,167	\$ 31,000	\$ 31,000
509 · MISCELLANEOUS EXPENSE		\$ 583	\$ 583	\$ 3,500	\$ 3,500
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENSES	\$ -	\$ 16,917	\$ 16,917	\$ 181,500	\$ 181,500

DOT		\$ 43,520
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Surplus/(Deficit)	\$ -
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TAXI

For the Period July 1, 2021 to August 31, 2021	
	YTD Actuals
REVENUE	
405 · FAREBOX REVENUE	
405 · DURHAM & HADDAM REVENUE	
405 · MIDDLESEX HOSPITAL PHP	
405 · OTHER REVENUE (State Match)	
408 · ADVERTISING	
TOTAL REVENUE	\$ -
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	
Purchase Transportation	
TOTAL EXPENSES	\$ -
FEDERAL Share	\$ -
Fund on Hand	0

STATEMENT OF CASH FLOWS
October 12 through October 30, 2021

ESB Regular Checking	\$62,585
ESB Payroll Checking	\$64,420
ESB Capital Checking	\$35,008
ESB Savings	\$16,027
Total	\$178,039

	October 12 2021	November 2021	December 2021
Account Payable			
Payroll	\$ 56,000	\$ 110,000	\$ 110,000
Benefits	\$ 20,000	\$ 35,000	\$ 35,000
CIRMA	\$ -	\$ -	\$ 8,000
Fuel	\$ 24,500	\$ 30,000	\$ 30,000
Management Services	\$ 8,240	\$ 8,240	\$ 8,450
Services	\$ 10,000	\$ 20,000	\$ 20,000
Insurance	\$ 3,000	\$ 3,000	\$ 3,000
Maintenance	\$ 15,192	\$ 15,000	\$ 15,000
ETD Monthly Expenses	\$ 5,000	\$ 7,500	\$ 7,500
Total Expenses	\$ 141,932	\$ 228,740	\$ 236,950

Account Receivable			
DOT 2020-2021	\$ 152,842	\$ 15,682	\$ -
DOT ParkConnect	\$ 180,497	\$ -	\$ -
DOT 2021-2022	\$ 58,600	\$ 294,554	\$ 29,600
Municipal Grant Program	\$ 63,541	\$ -	\$ -
FTA CAPITAL (State) 2020-2021	\$ 11,499	\$ 32,407	\$ -
FTA CAPITAL 2020-2021	\$ -	\$ -	\$ -
Madison/Middletown	\$ 12,500	\$ 12,500	\$ 12,500
CARES ACT URBAN	\$ 3,250	\$ 3,250	\$ 3,250
X-MILE	\$ 15,000	\$ 15,000	\$ 15,000
FEMA	\$ 8,715	\$ -	\$ -
AAA	\$ 754	\$ 623	\$ 623
MAT	\$ 30,608	\$ 3,540	\$ 3,540
Town of Haddam	\$ 5,771	\$ 2,350	\$ 2,350
PHP	\$ 8,410	\$ 1,700	\$ 1,700
Fuel Tax Refund	\$ -	\$ 4,151	\$ -
Stop&Shop (Passes)	\$ 7,752	\$ 2,450	\$ 2,450
Fares Revenue	\$ 2,000	\$ 4,000	\$ 4,000
Total Revenue	\$ 561,740	\$ 392,207	\$ 75,013

Cash at beginning of period	\$ 178,039	\$ 597,847	\$ 761,314
Cash at the end of period	\$ 597,847	\$ 761,314	\$ 599,377

Line of credit available \$ 300,000

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	2754	3239				20203	-11%
	-57%	-59%	-20%	242%	237%	125%	78%							
						-35%	-32%							

Section XI, 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	378	420				2824	-21%
	-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	504	467				3656	-23%
	-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	355	404				2501	-33%
	-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	261	324				2495	
	-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	452	101				1337	

Madison Shuttle

	January	February	March	April	May	June	July	August	September	October	November	December		
2021						5	86	97	65	18	0	0	0	271

Section XI, 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	1391	1501				10852
	-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	559	589	916				5984	5%
	-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	75	45	71				686	
	64%	147%	406%	3700%	900%	522%								

Monthly Totals

	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	6971	6794	7461	0	0	0	50,821	-7%
	-44%	-49%	-1%	158%	138%	87%	66%	-46%	-30%	-31%	-40%			
														-12%

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	50,821	-44%	20,203	2,824	3,656	2,501	5,984	10852	271	1337	686

















On Time Performance

1.2





Estuary Transit District
Board Operations Policies
DRAFT
September 22, 2021

Attendance Policy

Directors are expected to attend all meetings of the full Board and committees to which they have been appointed. If a Director fails to attend two or more consecutive regular board meetings, the Transit District shall notify that Director's Mayor/First Selectman in writing with a copy to the Director concerning their continued absences.

Committees Policy

Standing committees of the Board of Directors include:

1. Finance Committee: Chaired by the Treasurer and other Directors appointed by the Board Chair. The Finance Committee reviews the proposed annual operating and capital budgets for the Transit District and submits a recommendation to the full Board of Directors to adopt the annual budgets. The Committee monitors budget adherence during the fiscal year, oversees preparation of financial statements by Transit District staff, receives the external auditors' annual report, and performs such other responsibilities as are normally considered parts of the financial operation of the Transit District. The Director of Finance and other staff may be called upon as resources for the Finance Committee.
2. Legislative Committee: Consists of Directors appointed by the Board Chair. The Legislative Committee develops and maintains relationships with Federal, State, and local officials to inform them of the Transit District's activities and issues, enlists support for Transit District concerns, and ensures that the interests of the Transit District are communicated effectively to elected officials and agency personnel. In addition, the Legislative Committee stays abreast of pending legislation at the Federal, State, and local levels that may affect public transit generally and Estuary Transit District in particular, and reports on pending legislation to the full Board of Directors at their regular or special meetings as appropriate.
3. Human Resources Committee: Consists of Directors appointed by the Board Chair. The Human Resources Committee addresses labor issues, wages and benefits for Transit District employees, retirement and incentive programs, updating of employee job descriptions and employee compensation, and oversees the employee Problem Resolution Policy and other personnel policies. The committee chair reports on human resources issues and recommendations to the full Board of Directors at their regular or

special meetings as appropriate. The HR/Payroll Manager and other staff may be called upon as resources for the Human Resources Committee.

4. Nominating Committee: Consists of Directors appointed by the Board Chair. The Nominating Committee prepares the slate of officers (Chair, Vice Chair, Secretary, and Treasurer) for recommendation to the full Board of Directors at the annual meeting. The Nominating Committee shall consider proposed candidates' expertise and willingness to serve in preparing the slate. The Nominating Committee will also act in the event an Officer position becomes vacant prior to the next election of Officers.
5. Transit Advisory Committee: Consists of Directors, cognizant Transit District staff, and representatives of the transit riding public appointed by the Board Chair. The Transit Advisory Committee receives and transmits to the full Board comments and input from transit users and the general public concerning the quality, safety, accessibility, convenience of Transit District services and public outreach efforts (including connectivity with other transit operations in Connecticut). The Transit Advisory Committee will review and comment on proposed service changes (including new services and the modification of existing services) to the full Board of Directors at their regular or special meetings as appropriate.
6. Marketing Committee: Consists of Directors appointed by the Board Chair. The Marketing Committee develops, reviews, and recommends to the full Board of Directors at their regular or special meetings as appropriate programs, materials, and other communications media (including website, publications, news releases, etc.) with the objective of increasing public understanding of Transit District services, enhancing the Transit District's public image, and encouraging residents in the Transit District service area to use transit.

As provided in the By-Laws, the Board of Directors may establish special and ad hoc committees in addition to the standing committees as deemed necessary.

All Board members are expected to serve on one or more standing committees. However, as per the By-Laws, a majority of Board members shall not be appointed to a given committee at any one time.

Committee members are appointed by the Board Chair who will submit appointments to the full Board of Directors for approval.

The Board Chair may replace a Director who fails to attend two or more consecutive committee meetings.

The Board Chair may not appoint himself/herself to the Nominating Committee, but may appoint himself/herself to other committees. If not appointed to a committee, the Board Chair

serves as non-voting ex officio on that committee, but his/her attendance does not count towards a quorum for committee meetings.

The Board Chair may appoint an alternate or alternates to committees for the purpose of attending meetings and filling in for absent members. However, alternates do not count towards a quorum at committee meetings and do not vote as committee members, unless filling in for an absent member.

Committees may invite Transit District staff or others from outside the Transit District to participate in meetings as appropriate.

Meetings Policy

The schedule of regular Board of Directors meetings will be announced each year as of January 1, including the dates, times, and location of the meetings. The announcement will be posted on the ETD website, and a copy will be filed with the Clerk of each member municipality. The agenda for each meeting will be posted on the ETD website and furnished to each Director via email at least 48 hours in advance. Changes to the announced schedule of meetings shall require at least 30 days' notice to be posted on the ETD website and filed with the Clerk of each member municipality.

Committee meetings will be held at the call of the Committee Chair. Notice of the date, time, location, and agenda for committee meetings will be posted on the ETD website and furnished to each Committee member via email at least 24 hours in advance of the meeting.

Roberts Rules of Order will govern the parliamentary procedures at Board of Directors and Committee meetings.

Directors who expect to be absent from a Board or committee meeting should notify the Chair or Committee Chair in advance if possible.

Directors may attend regular Board meetings electronically, but must notify the Chair or Executive Director in advance so appropriate arrangements can be made. This same policy shall apply to members who need to attend a committee meeting electronically.

The Meetings Policy outlined above is intended to conform to State Freedom of Information statutes and requirements.

Conflict of Interest Policy

Directors, the Executive Director, and other key management staff who participate in decision-making for the Transit District have a duty to be free from the influence of personal considerations when conducting Transit District business. Such individuals' positions must never be used directly or indirectly for private gain or personal interest, or to cause the Transit District to violate applicable Federal or State laws and regulations. Such individuals shall, in all instances, avoid any action or participation that represents, or could be reasonably construed as representing, a conflict of interest.

For the purpose of this policy, "decision-making" shall include, but is not necessarily limited to, purchases and procurements, awarding of contracts, selection of contractors and agents, and other transactions that financially benefit an entity outside the Transit District.

Directors, the Executive Director, and other key management staff who participate in decision-making for the Transit District shall annually complete a Conflict of Interest Statement (see below) disclosing all potential conflicts involving sources of income or business connections (both for themselves personally and immediate family members) outside the Transit District. The Statement shall also formally commit signatories to disclose to the Board of Directors any potential conflicts of interest that may arise in the course of their service to the Transit District and to abstain from participating in any decision-making that would represent, or could reasonably be construed as representing, a conflict of interest.

Signatories must promptly inform the Board in writing of any material change in the information provided in their Conflict of Interest Statement.

The Secretary will ensure that Conflict of Interest Statements have been completed by all required individuals and will ensure that the statements are maintained in a secure location.

ESTUARY TRANSIT DISTRICT

DIRECTOR'S CONFLICT OF INTEREST DISCLOSURE FORM

Name: _____

Please list below entities in which you are employed, in which you have a principal ownership position, or in which you and/or members of your immediate family could benefit financially as a result of such entity doing business with Estuary Transit District.

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Please append additional listings if necessary.

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

I have reviewed, and agree to abide by, the Conflict of Interest Policy of the Estuary Transit District.

I agree to disclose to the Board of Directors any potential conflicts of interest that may arise in the course of my service to the Transit District, and to abstain from participating in any decision-making that would represent, or could reasonably be construed as representing, a conflict of interest.

I agree to promptly submit an amended Conflict of Interest Disclosure form in the event of any material change in the information provided above.

Signature: _____

Date: _____

Indemnification Policy

ETD will indemnify any Officer or Director who is or was a party, or is threatened to be made a party, to any proceeding by reason of the fact that such person is or was a Director or Officer of ETD, against expenses (including attorneys' fees), liability, judgments, fines, and amounts paid in settlement actually and reasonably incurred by such person in connection with such proceeding if such person (a) conducted himself/herself in good faith, (b) reasonably believed, in the case of conduct in his or her official capacity with ETD that his or her conduct was in the best interest of ETD, and, in all other cases, that his or her conduct was at least not opposed to the best interest of ETD, and (c) with respect to any criminal proceeding, had no reasonable cause to believe that his or her conduct was unlawful.

However, no person shall be entitled to indemnification under this policy either (a) in connection with a proceeding brought by or in the right of ETD in which the Officer or Director was adjudged liable to ETD, (b) in connection with any other proceeding charging improper personal benefit to the director or officer, whether or not involving action in his or her official capacity, in which he or she is ultimately adjudged liable on the basis that he or she improperly received personal benefit, or (c) in connection with any other proceeding charging actions judged unlawful or in violation of Federal, State, local, or Board standards.

Indemnification under this policy in connection with a proceeding brought by or in the right of ETD, shall be limited to reasonable expenses incurred in connection with the proceeding. The termination of any action, suit, or proceeding by judgment, order, settlement, or conviction, or upon a plea of nolo contendere or its equivalent shall not of itself create a presumption that the person did not act in good faith or otherwise failed to meet the standard of conduct set forth in this policy.

Any indemnification under this policy shall be made by ETD only as authorized in each specific case upon a determination that indemnification of the Officer or Director is permissible under the circumstances because such person met the applicable standard of conduct. Such determination shall be made (a) by a majority vote of a quorum of disinterested Directors who at the time of the vote are not, were not, and are not threatened to be made parties to the proceeding, or (b) If such quorum cannot be obtained, by the vote of a majority of the members of a committee of the Board designated by the Board, which committee shall consist of two or more Directors who are not parties to the proceeding (Directors who are parties to the proceeding may participate in the designation of Directors to serve on such committee), or (c) If such a quorum of the Board cannot be obtained or such a committee cannot be established, or even if a quorum is obtained or such a committee is so designated, but such quorum or committee so directs, then by independent legal counsel selected by the Board in accordance with the above procedures.

Authorization of indemnification and evaluation as to the reasonableness of expenses shall be made in the same manner as the determination that indemnification is permissible, except that, if the determination that indemnification is permissible is made by independent legal

counsel, authorization of indemnification and evaluation of legal expenses shall be made by the body that selected such counsel.

For purposes of this policy, the terms “Officer” or “Director” shall include any person who served as an Officer or Director of ETD as provided in the By-Laws of the Transit District. The terms shall also include the estate or personal representative of an Officer or Director, unless the context otherwise requires.

For purposes of this policy, the term “proceeding” shall mean any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative, whether formal or informal, any appeal in such an action, suit, or proceeding, and any inquiry or investigation that could lead to such an action, suit, or proceeding.

For purposes of this policy, the term “party” includes any individual who is, was, or is threatened to be made a named defendant or respondent in a proceeding.

For purposes of this policy, the term “liability” shall mean any obligation to pay a judgment, settlement, penalty, fine (including an excise tax assessed with respect to an employment benefit plan), or reasonable expense incurred with respect to a proceeding.

For purposes of this policy, the phrase “official capacity” shall mean while serving or engaging in activities as an Officer or Director of ETE and acting on behalf of ETD in such capacity.

This policy shall also apply to include the Executive Director and other employees of the Transit District.

The Executive Director shall ensure that insurance coverages are procured and maintained on behalf of the Transit District consistent with this policy. The Board of Directors will annually approve the amounts and purchase of such coverages, and the Executive Director will report annually to the Executive Committee of the Board of Directors listing all such coverages that are in place.

Expense Reimbursement Policy

Officers and Directors receive no compensation from the Transit District for their time spent performing their duties and responsibilities as Officers and Directors.

Officers and Directors do not receive reimbursement for personal vehicle mileage, home office equipment and supplies (including, but not limited to, telephone, computer, wi-fi, printer, etc.), or other incidental expenses incurred in their preparation for and attendance at Board and committee meetings and other in-state meetings and events in connection with their service. Officers and Directors who use their personal vehicle for travel related to Transit District

business are responsible for any liability arising from such use and to maintain insurance as required by State statute.

Officers and Directors may receive reimbursement for out-of-state travel on Transit District business (for example, to attend a regional transit association meeting or observe new technology in use at another transit system), subject to the following conditions:

- A. Travel must be approved in advance by the Board of Directors, including the purpose of the travel and an itemized estimated cost (including if applicable, but not limited to, airfare, mileage, parking, taxi, hotel, meals, registration, and incidentals).
- B. Personal vehicle mileage will be reimbursed at the rate currently approved by the Internal Revenue Service.
- C. Air travel (economy class only) will be approved only for travel over 200 one-way miles that is not reasonably and more economically made via train, bus, or automobile.
- D. Upon completion of travel, the individual(s) will submit an itemized expense report along with receipts to the Director of Finance to review. Expenses within the estimated cost previously approved by the Board of Directors will be reimbursed to the traveler. Expenses which exceed the approved estimated cost must be submitted to and approved by the Board of Directors before reimbursement is made.

Exceptions to this policy may be approved on a case-by-case basis by the Board of Directors – for example, reimbursing the cost of registration to attend a statewide transit association meeting.

Definition of “Major Service Change” Policy

ETD is committed to fully comply with Title VI of the Civil Rights Act and implementing guidelines and requirements issued by the Federal Transit Administration. In compliance with FTA Circular 4702.1B, ETD has adopted a Title VI Program which, among other provisions, addresses the requirement to analyze disparate impacts on minority communities and disproportionate burdens on low-income communities resulting from “major service changes,” and to analyze options to mitigate such impacts.

The ETD Board of Directors has adopted the following definition of “major services changes” for the purpose of Title VI compliance:

- 1. Discontinuation of existing fixed-route service to any part of the ETD service area, including elimination of an existing route or route segment and/or replacement of fixed-route service with demand-response service.
- 2. Replacement of public demand-response service in an area with a fixed-route.

3. Discontinuing service on weekend days and/or holidays, even if such discontinuation does not exceed the 10% threshold in Item #7 below.
4. Implementation of a new route.
5. Systemwide service reduction or increase involving 10% or more of total route miles or service hours.
6. Reducing the span of service on any route (i.e., eliminating first and/or last trips).
7. Reducing the revenue miles and/or hours of service on any route by 15% or more.

Investment Policy

Purpose

The purpose of this policy is to set forth the investment objectives and guidelines for the management of funds of the Estuary Transit District. This policy is intended to:

1. Safeguard funds of the Transit District;
2. Ensure that operating and capital funds are available when needed;
3. Ensure compliance with applicable Connecticut statutes and generally accepted accounting and investment standards; and
4. Provide a reasonable return on investments in light of statutory restrictions.

Scope

In accordance with accounting standards, financial reporting guidelines, and Connecticut statutes, this investment policy applies to all cash and investments of the Transit District. The Treasurer shall have the care and custody, and be responsible for, the funds and securities of the Transit District, subject to the direction of the Board of Directors. This includes, but is not necessarily limited to, operating and capital funds received from the Connecticut Department of Transportation, contributions from member municipalities, passenger fare revenue, auxiliary transportation revenue, and grants from other agencies. In the event any future revenues have statutory requirements that conflict with this policy, such statutory requirements shall prevail.

Relevant Statutory Provisions

Investments of the Transit District shall conform at all times with the requirements of Connecticut General Statutes sections 7-400, 4-402, 36a-332, and 36a-336. These statutes are herein incorporated by reference.

Investment Objectives

The primary objectives of the Transit District investment policy shall be, in priority order, as follows:

1. Safety of Principal. The foremost objective of this investment policy is to ensure the safety of principal funds entrusted to the Transit District. Investment transactions shall be undertaken in a manner that gives the highest priority to the preservation of capital in the overall portfolio. This is achieved by the following:
 - a. Minimizing custodial credit risk. Investments and deposits shall only be made with authorized investment institutions and dealers so as to minimize the risk of loss due to failure of such depositories, security issues, or backers.
 - b. Diversifying the Investment Portfolio. Investments and deposits shall be made so as to minimize the risk of loss from any one institution or type of security issuer.
 - c. Minimizing rate risk. Investments shall be made so as to minimize the risk that the market value of securities in the portfolio will fall due to change in market interest rates. This is accomplished by structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations and investing operating funds primarily in shorter-term securities, liquid asset funds, money market mutual funds, or similar investment pools and limiting the average maturity in accordance with the Transit District’s cash requirements.
2. Liquidity. The Transit District’s investment portfolio shall remain sufficiently liquid to enable the Transit District to meet all operating requirements that might be reasonably anticipated.
3. Yield/Return on Investments. The Transit District’s investment portfolio shall be designed with the objective of attaining a reasonable rate of return, taking into account the applicable risk constraints and liquidity needs. It is understood that return on investment is of secondary importance when compared to the safety and liquidity objectives described above.

Management of Investments; Role of the Treasurer

The Treasurer shall have the care and custody, and be responsible for, the funds and securities of the Transit District, subject to the direction of the Board of Directors. Along with the Executive Director, the Treasurer shall receive all funds and sign, make, and endorse in the name of the Transit District, all drafts, warrants, and orders for the payment of money, and pay

out and dispose of same and receive receipt therefore, under the direction of the Chair and the Board of Directors. The Treasurer shall make a full and complete financial report whenever requested by the Board of Directors.

Pursuant to the By-Laws of the Estuary Transit District, the Treasurer is responsible for overseeing the management of Transit District investments and accounts by staff. The Treasurer shall be responsible for overseeing the transfer of appropriate funds to effect investment transactions and for the investment of operating funds and bond proceeds consistent with this policy and as directed by the Board of Directors. The Treasurer shall also be responsible for designating depositories as authorized by the above-referenced Connecticut General Statutes.

Standards of Prudence

Investment decisions on behalf of the Transit District shall apply the “Prudent Person” standard. The Prudent Person standard states: “Investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived from the investment.”

Ethics and Conflict of Interest

The Transit District Treasurer, and all other officers and employees involved in the handling and management of funds and investments, shall strictly adhere to the Transit District’s Conflict of Interest Policy.

Authorized Investment Institutions and Dealers

Only institutions and dealers listed in the above-referenced Connecticut General Statutes shall be utilized by the Transit District as depositories for its funds.

All brokers, dealers, and other financial institutions approved by the Transit District shall be provided with current copies of the current policy and shall acknowledge in writing their receipt of same.

Competitive Selection of Investment Instruments

The Transit District shall obtain bids or proposals from at least two (2) brokers or financial institutions on all purchases of investment instruments. Overnight sweep investment instruments shall not be subject to this section.

Policy Adoption and Review

This investment policy shall be adopted by resolution of the Transit District’s Board of Directors. The investment policy shall be reviewed periodically or as needed, and any revisions or updates shall be adopted by the Board. Conformance of investments to this policy shall be included in the annual fiscal audit for Estuary Transit District.

Qualified Public Depository for Transit District Cash Assets

All deposits will be made to qualified public depositories, consistent with the above-referenced Connecticut General Statutes.

BY-LAWS FOR THE EXPANDED ESTUARY TRANSIT DISTRICT

DRAFT

September 22, 2021

Article I -- Name

The name of this organization shall be the Estuary Transit District (“ETD” or “Transit District”) which includes as its members the municipalities of Chester, Clinton, Deep River, Durham, Essex, Killingworth, Lyme, Middlefield, Middletown, Old Lyme, Old Saybrook, and Westbrook, and any other municipalities that join the Transit District pursuant to Article III.

Article II -- Authorization and Statement of Purpose

- A. Authorization: The Transit District is established according to the provisions of Chapter 103a of the Connecticut General Statutes.
- B. Purpose: The purpose of the Transit District is to administer and operate public transportation services for the region so as to improve the mobility of residents, offer alternatives to privately owned vehicles, provide connectivity to other transit services in Connecticut, and promote sustainability and energy conservation.

Article III -- Membership

- A. Joining the District: Pursuant to Chapter 103a of the Connecticut General Statutes, any municipality may join the Transit District if its legislative body votes to do so and if the request for membership is approved by a vote of the ETD Board of Directors as provided for in Article V.
- B. Withdrawal of a Member Municipality: In accordance with the provisions of Subsection 7-237b(f) of the Connecticut General Statutes, any member municipality may withdraw from the Transit District if its legislative body officially votes to do so. In such event, the Board of Directors shall determine the share of the Transit District’s expenses and obligations remaining due from the municipality, if any. The municipality shall pay or secure such amount to the Transit District before the withdrawal shall become effective.
- C. Removal: Any member municipality that fails to meet its obligations to the Transit District may be removed from membership by vote of the Board of Directors as provided in Article VIII.

- D. Member Municipality Dues: The amount of dues to be rendered to the Transit District by each member municipality shall be voted annually by the Board of Directors prior to December 31 each year.

Article IV -- Board of Directors

- A. The affairs of the Transit District shall be managed by a Board of Directors appointed in accordance with the provisions of Section 7-273c of the General Statutes of Connecticut, as amended, and who shall serve in accordance with the provisions of said statute.
- B. Appointments: In accordance with the provisions of Section 7-273c of the General Statutes of Connecticut, as amended, each member municipality of the Transit District shall appoint its Director(s).
- C. Term: Directors shall be appointed to a term of four years. At the end of their term, a Director shall be reappointed to a subsequent four-year term by his/her member municipality, or replaced. From member municipalities having more than one Director, one-half of those first appointed shall serve for two years and one-half for four years; following such first appointment, Directors shall serve four-year terms.
- D. Vacancies: If a vacancy occurs on the Board of Directors, the respective municipality shall appoint a new Director to fill the unexpired portion of the term in accordance with the provisions of Section 7-273c of the General Statute of Connecticut, as amended.
- E. Rules and Regulations: The Directors shall in all cases act as a Board, regularly convened, and they may adopt such rules, policies, and regulations for the conduct of their meetings and the management of the Transit District as they deem proper. The rules, policies, and regulations shall be consistent with these by-laws and the laws of the State of Connecticut.
- F. Powers and Duties: The Board of Directors shall have all the powers and duties necessary or appropriate for the plenary administration of the affairs of the Transit District.

Article V – Officers

- A. The Directors shall elect Officers from among their numbers and such Officers shall consist of a Chair, Vice Chair, Secretary, and Treasurer.
- B. Officers shall be elected at the Annual Meeting of the Transit District.

- C. Nominations: Nominations for all Officers shall be made from the floor at the Annual Meeting or via the appropriate committee.
- D. Election and Term of Office: Officers shall be elected by a vote of the Board of Directors as Provided in Article VIII. The term of office shall be until the next Annual Meeting. Officers may be re-elected to subsequent annual terms without limit.
- E. Vacancies: Should any of the Officer positions become vacant, such vacancy shall be filled until the next Annual Meeting by a vote of the Board of Directors as provided in Article VIII. The term of office shall be until the next Annual Meeting.
- F. Duties of the Officers shall be as follows:
1. Chair: The Chair shall preside at all meetings of the Board of Directors at which the Chair is present. When so authorized by the Board of Directors, the Chair shall sign contracts and other official documents in the name of the Transit District. During the absence or the inability of the Treasurer to act, the Chair shall assume the powers and duties of the Treasurer.
 2. Vice Chair: In the absence of the Chair, or in the event the chair is unable to carry out the responsibilities of the office, the Vice Chair shall assume the powers and duties of the Chair.
 3. Secretary: The Secretary shall keep the records of the Transit District in appropriate books in the Transit District's office. The Secretary shall cause to be given and served all notices of the Transit District, shall be the custodian of all records and seals, and shall affix the seal of the Transit District when authorized and required. Minutes shall be taken at all meetings of the Board of Director, and the Secretary shall ensure that approved minutes are retained. In the absence or inability to act on the part of both the Chair and Vice Chair, the Secretary shall assume the powers and duties of the Chair and shall perform such other duties as may be required from time to time.
 4. Treasurer: The Treasurer shall have the care and custody, and be responsible for, the funds and securities of the Transit District, subject to the direction of the Board of Directors. Along with the Executive Director, the Treasurer shall receive all funds and sign, make, and endorse in the name of the Transit District, all drafts, warrants, and orders for the payment of money, and pay out and dispose

of same and receive receipt therefore, under the direction of the Chair and the Board of Directors. The Treasurer shall make a full and complete financial report whenever requested by the Board of Directors.

- G. Removal: An Officer may be removed from office for cause by a vote of the Board of Directors, as provided in Article VIII. The definition of “for cause” shall be defined by a vote of the Board of Directors as provided for in Article VIII or as otherwise established in a policy approved by a vote of the Board of Directors as provided in Article VIII.

Article VI – Staff

- A. Executive Director: The Board of Directors shall employ an Executive Director who shall have general charge and direction of the business of the Transit District. The Board of Directors shall determine the compensation, qualifications, and duties and responsibilities of the Executive Director. The Executive Director may be hired directly by the Board of Directors or provided under a management services contract.
- B. The Executive Director shall hire, discharge, manage, and fix the compensation of all employees and agents of the Transit District, subject to approval by the Board of Directors.
- C. Reimbursement of expenses incurred by the Executive Director of other staff of the Transit District shall be subject to approval by the Board of Directors, consistent with the Transit District’s established policy.

Article VII – Meetings

- A. Regular Meetings: Pursuant to Chapter 103a of the Connecticut General Statute, as amended, the Board of Directors shall meet at regular intervals, but in no event fewer than four times a year.
- B. Special Meetings: The Chair or any three Directors may call a Special Meeting of the Board of Directors by giving written notice of the date, time, place, and purpose of the meeting to each Director and the Clerk of each member municipality at least 24 hours in advance of the meeting.
- C. Annual Meeting: The Annual Meeting of the Transit District shall be the first regular meeting held after July 1 of each year.

- D. **Participation by Telephone or Other Electronic Means:** Directors of the Board may participate in a regular or special meeting by telephone, videoconference, or other remote electronic means by which all persons participating can hear one another. Participation in this manner shall constitute presence in person at such meeting and shall count towards a quorum.
- E. **Meeting Notices:** The dates, times, and location of the Annual Meeting and all regular meetings shall be filed with the Clerk of each member municipality and with the Secretary of State no later than January 31 each year in accordance with Chapter 14, Section 1-235b of the Connecticut General Statutes, as amended. Notice of meetings may be sent to Directors by regular mail, electronic mail, or such other method as may be established by a vote of the Board of Directors in accordance with Article V.

Article VIII -- Quorum and Voting

- A. A quorum must be present at any regular or special meeting of the Board of Directors in order to conduct business and approve motions. In the absence of a quorum, the Directors may discuss issues but cannot take action for the Transit District.
- B. Consistent with the provisions of Section 7-273c of the Connecticut General Statutes, each member municipality shall be entitled to a number of votes equal to the population they represent (rounded to the nearest one hundred) divided by the smallest population of a member municipality (rounded to the nearest hundred). The populations used for determining such proportionate (“weighted”) voting strength shall be adjusted once every ten years using the most recently published Census data available from the U.S. Census Bureau.
- C. A quorum shall exist when of both of the following conditions exist:
1. Directors are present representing at least two-thirds of the total number of member municipalities, less the number of any member municipalities whose Director position(s) is(are) completely vacant. The two-thirds calculation shall be rounded to the nearest whole number. By way of example, if a member municipality has one or more Directors, the presence of any one Director shall count towards the quorum for purposes of this subsection. It is the intent of this section that at least two-thirds of the member municipalities has a Director present for a quorum to exist; and
 2. Directors are present with a majority of the total weighted vote for all member municipalities, less the weighted vote for any vacant Director position. It is the intent of this subsection that a minimum number of Directors representing a majority of the total weighted vote is present for a quorum to exist.

- D. All motions that come before a regular or special meeting of the Board of Directors, assuming a quorum is present, shall be approved if:
1. Directors representing a majority of the member municipalities present vote yes, and
 2. The weighted votes of Directors voting yes represent a majority of the total weighted votes of Directors present. It is the intent of this section that both a majority of the member municipalities and a majority of the total weighted vote of Directors present is needed to approve any measure.

Article IX -- Committees

- A. The Board of Directors may establish such standing committees, and ad hoc and special committees, from time to time as it sees fit.
- B. Committee members shall be appointed by the Chair, and may include Directors, Transit District staff, and others. The Chair may appoint himself/herself to be a committee member, but otherwise the Chair is ex officio on all other committees. Attendance by the Chair shall not count towards a quorum for committee meetings of which he/she is not a member. A majority of Board members shall not be appointed to a given committee at any one time.
- C. A majority of the members of a committee shall constitute a quorum. A simple majority of the committee members present (assuming a quorum) is required to pass motions.
- D. Committee members shall elect a Chair, and committee meetings shall be at the call of the chair.
- E. Committees shall consider relevant issues, and report to and recommend actions for the Board of Directors. Committees shall not act as or for the Board of Directors.

Article X – Compensation/Conflicts of Interest

- A. No Compensation: No compensation shall be paid to directors or officers for their service to the Transit District, or pursuant to any other contractual relationship.
- B. Reimbursement: No Director or Officer shall be reimbursed for any expenses unless such expenses were incurred on behalf of the Transit District and such Director or Officer incurred such expense with the express authority and approval of the Board of Directors or in accordance with any reimbursement policy adopted by a vote of the Board of Directors as provided in Article VIII.

- C. Conflicts of Interest: No Director or Officer of the Transit District shall have any financial interest in the Transit District's affairs. Whenever a Director or Officer has a financial or personal interest in any matter coming before the Board of Directors, the affected person shall (a) fully disclose the nature of the interest, and (b) withdraw from discussion, lobbying, and voting on the matter. Any transaction or a vote involving a potential conflict of interest shall be approved only when a majority of disinterested Directors determine that it is in the best interest of the Transit District to do so. The minutes of meetings at which such votes are taken shall record such disclosure and abstention.

Article XI – Fiscal Management

- A. Fiscal Year: The fiscal year of the Transit District shall begin on the first day of July of each year and end as of June 30.
- B. Auditing Procedures: Books and accounts of the Transit District shall be kept under the direction of the Treasurer in accordance with standard accounting procedures, the laws of the State of Connecticut, and any agreements entered into with the member municipalities, the State of Connecticut, the Federal Government, or other funders. There shall be an annual audit performed by an independent Certified Public Accountant appointed by the Board of Directors.
- C. Signatories: All notes, mortgages, deeds, leases, and contracts shall be executed on behalf of the Transit District by the Chair when so authorized by the Board of Directors. All checks executed on behalf of the Transit District shall be signed by two of the following officials: Chair, Treasurer, and Executive Director

Article XII – Indemnification

ETD may, to the fullest extent now or hereafter permitted by law, indemnify any Board Member or Officer made, or threatened to be made, a party to any action or proceeding by reason of the fact that he or she, his or her testator or interstate, was a Director of ETD, against judgments, fines, amounts paid in settlement, and reasonable expenses, including attorneys' fees. No indemnification may be made to or on behalf of any such person if (a) his or her acts were committed in bad faith or where the result of his or her active and deliberate dishonesty and were material to such action or proceeding, or (b) he or she personally gained in fact a financial profit or other advantage to which he or she was not legally entitled. The Board of Directors may establish by a vote of the Board of Directors as provided in Article V further policies and procedures concerning eligibility and the process for receipt of indemnification.

Article XIII – Amendments to By-Laws

- A. These by-laws may be amended at any regular or special meeting upon a vote by the Board of Directors in accordance with Article VIII. A complete text of the proposed amendment or amendments shall be provided to Board members with the call of the meeting either by mail or email. Amendments shall become effective immediately upon adoption.

- B. Notwithstanding the provision in Section A of this Article, 18 months from the date these by-laws are first adopted the Board of Directors will review the by-laws in their entirety and vote either to retain the current by-laws or amend them.

Adopted: _____

Secretary: _____

Drivers \$1.00 Increases
October 4, 2021 - June 30, 2022

	Hours	Salary Cost
Regular	27,500	\$ 27,500
OT	2,700	\$ 4,050
TOTAL	30,200	\$ 31,550

Salary expense	\$ 31,550
Payroll Tax	\$ 3,475
Workers Comp	\$ 2,000
Pension	\$ 1,895
Life &STD	\$ 1,000
Vac,Pers,Sick	\$ 1,280
Sub total Benefits	\$ 9,650
TOTAL COST	\$ 41,200

Annually \$1.00 Increases

	Hours	Salary Cost
Regular	37,600	\$ 37,600
OT	3,700	\$ 5,550
TOTAL	41,300	\$ 43,150

Salary expense	\$ 43,150
Payroll Tax	\$ 4,750
Workers Comp	\$ 2,730
Pension	\$ 2,590
Life &STD	\$ 1,000
Vac,Pers,Sick	\$ 1,280
Sub total Benefits	\$ 12,350
TOTAL COST	\$ 55,500

STAFF 3% Increases

Annually

July 1, 2021 - June 30, 2022

	Hours	Salary Cost
Regular	2,080	\$ 9,360
OT	250	\$ 600
TOTAL	2,330	\$ 9,960

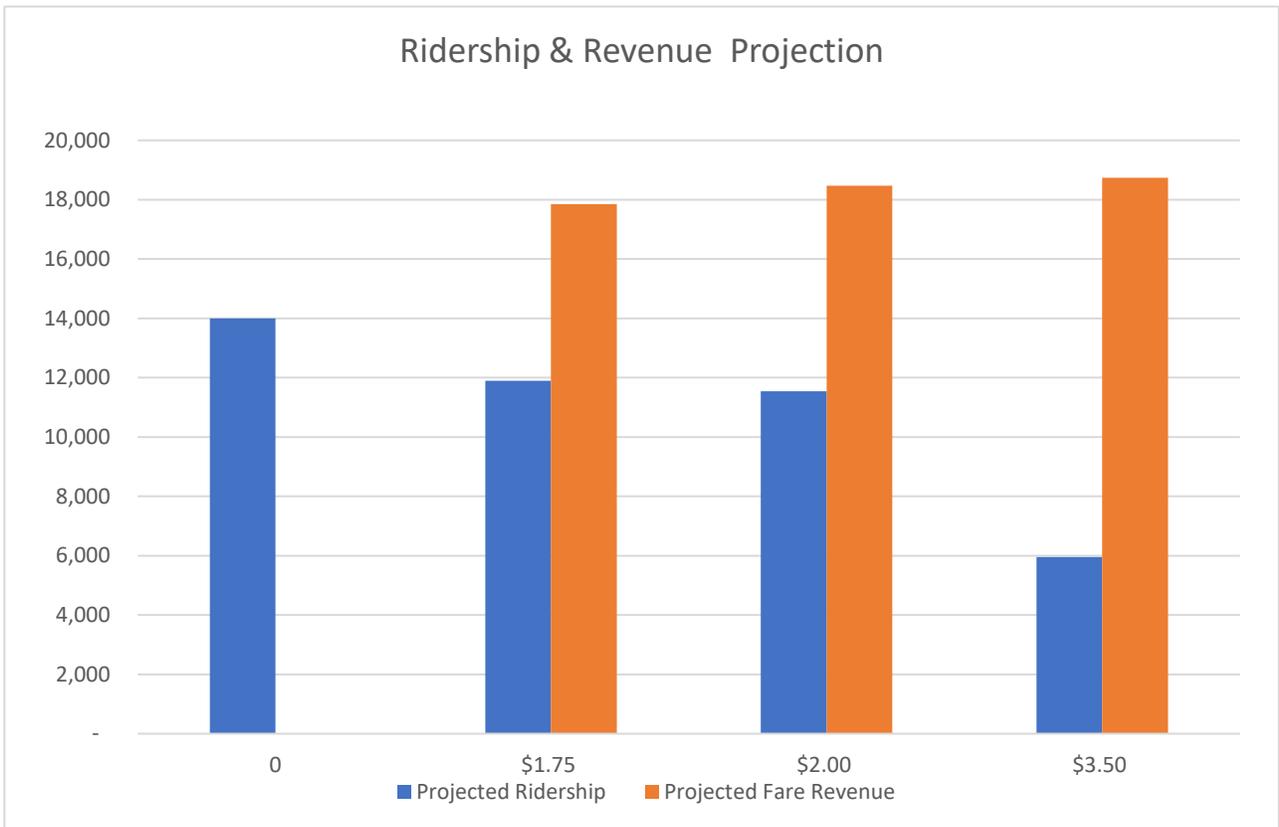
Salary expense	\$ 9,960
Payroll Tax	\$ 1,187
Workers Comp	\$ 299
Pension	\$ 599
Life &STD	\$ 300
Vac,Pers,Sick	\$ 1,280
Sub total Benefits	\$ 3,665
TOTAL COST	\$ 13,625

ETD FY 21-22 Salary Increases

	Drivers	Staff	
Salary	\$ 31,550	\$ 9,960	\$ 41,510
Benefits	\$ 9,650	\$ 3,665	\$ 13,315
	\$ 41,200	\$ 13,625	\$ 54,825

XtraMile Fare Options October

	Current	Option 1	Option 2	Option 3
Base Fare	0	\$1.75	\$2.00	\$3.50
Average Fare	0	\$1.50	\$1.60	\$3.15
Projected Ridership	14,000	11,900	11,543	5,950
Annual Operating Cost	\$ 240,000	\$ 240,000	\$ 240,000	\$ 240,000
Projected Fare Revenue	0	\$ 17,850	\$ 18,469	\$ 18,743
Operating Deficit	\$ 240,000	\$ 222,150	\$ 221,531	\$ 221,258
Deficit per trip	\$ 17.14	\$ 18.67	\$ 19.19	\$ 37.19



Average fare includes discounts for multi-trip passes

Ridership is projected to decrease as fare is increased based on elasticity of demand for transit

Option 1 is fixed route fare, option 3 is Dial-A-Ride

STATE OF CONNECTICUT)
)
COUNTY OF MIDDLESEX)

SS: ESTUARY TRANSIT DISTRICT
October 15, 2021

**RESOLUTION NO. 21-005
AUTHORIZING RESOLUTION
ESTUARY TRANSIT DISTRICT**

CERTIFICATION:

I, Charles Norz, Secretary of the Estuary Transit District, do hereby certify that the following is a true and correct copy of a resolution adopted at its meeting on October 15th, 2021, in which a quorum was present and acting throughout and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect.

RESOLVED, that the Executive Director, Joseph Comerford, is authorized on behalf of the Estuary Transit District to negotiate and execute all necessary contract documents by and between Optibus and the Estuary Transit District required to purchase planning software for the Estuary Transit District in an amount not to exceed \$50,000 in initial fees exclusive of annual licensing, maintenance agreements, and hosting, upon final approval by the Chairman, Leslie Strauss, Treasurer, Susan Tyler, and the Connecticut Department of Transportation.

IN WITNESS WHEREOF the undersigned has affixed his signature, the 15th day of October in the year 2021.

ESTUARY TRANSIT DISTRICT
SECRETARY

Charles Norz, Secretary

I, Charles Norz, Secretary of the Estuary Transit District, Certify that the resolution noted above is still in force and effect as of this 15th day of October 2021.

STATE OF CONNECTICUT)
)
COUNTY OF MIDDLESEX)

SS: ESTUARY TRANSIT DISTRICT
October 15, 2021

**RESOLUTION NO. 21-004
AUTHORIZING RESOLUTION
ESTUARY TRANSIT DISTRICT**

CERTIFICATION:

I, Charles Norz, Secretary of the Estuary Transit District, do hereby certify that the following is a true and correct copy of a resolution adopted at its meeting on October 15th, 2021, in which a quorum was present and acting throughout and that the resolution has not been modified, rescinded or revoked and is at present in full force and effect.

RESOLVED, that the Executive Director, Joseph Comerford, hereby is authorized on behalf of the Estuary Transit District to negotiate and execute all necessary contract documents required to purchase one (1) body-on-chassis bus for the Estuary Transit District from Matthew’s Buses in an amount not to exceed \$85,000.00.

IN WITNESS WHEREOF the undersigned has affixed his signature, the 15th day of October in the year 2021.

ESTUARY TRANSIT DISTRICT SECRETARY

Charles Norz, Secretary

I, Charles Norz, Secretary of the Estuary Transit District, certify that the resolution noted above is still in force and effect as of this 15th day of October 2021.

STATE OF CONNECTICUT)
)
COUNTY OF MIDDLESEX)

SS: ESTUARY TRANSIT DISTRICT
October 15, 2021

**RESOLUTION NO. 21-009
AUTHORIZING RESOLUTION
ESTUARY TRANSIT DISTRICT**

CERTIFICATION:

I, Charles Norz, Secretary of the Estuary Transit District, do hereby certify that the following is a true and correct copy of a resolution adopted at its meeting on October 15, 2021, in which a quorum was present and acting throughout and that the resolution has not been modified, rescinded or revoked and is at present in full force and effect.

RESOLVED, that the Executive Director, Joseph Comerford, hereby is authorized on behalf of the Estuary Transit District to negotiate and execute all necessary contract documents required to purchase a two-way radio system for the Estuary Transit District from an authorized vendor on the State of Connecticut contract in an amount not to exceed \$150,000.00.

IN WITNESS WHEREOF the undersigned has affixed his signature, the 15th day of October in the year 2021.

ESTUARY TRANSIT DISTRICT SECRETARY

Charles Norz, Secretary

I, Charles Norz, Secretary of the Estuary Transit District, certify that the resolution noted above is still in force and effect as of this 15th day of October 2021.

STATE OF CONNECTICUT)
)
COUNTY OF MIDDLESEX)

SS: ESTUARY TRANSIT DISTRICT
October 15, 2021

**RESOLUTION NO. 21-007
AUTHORIZING RESOLUTION
ESTUARY TRANSIT DISTRICT**

CERTIFICATION:

I, Charles Norz, Secretary of the Estuary Transit District, do hereby certify that the following is a true and correct copy of a resolution adopted at its meeting on October, 15th, 2021, in which a quorum was present and acting throughout and that the resolution has not been modified, rescinded or revoked and is at present in full force and effect.

RESOLVED, that the Executive Director, Joseph Comerford, is authorized on behalf of the Estuary Transit District to negotiate and execute all necessary contract documents by and between Passio Technologies and the Estuary Transit District required to purchase Automated Vehicle Location (AVL) software for the Estuary Transit District in an amount not to exceed \$100,000 in initial fees exclusive of annual licensing, maintenance agreements, and hosting, upon final approval by the Chairman, Leslie Strauss, Treasurer, Susan Tyler, and the Connecticut Department of Transportation.

IN WITNESS WHEREOF the undersigned has affixed his signature, the 15th day of October in the year 2021.

ESTUARY TRANSIT DISTRICT
SECRETARY

Charles Norz, Secretary

I, Charles Norz, Secretary of the Estuary Transit District, certify that the resolution noted above is still in force and effect as of this 15th day of October 2021.

STATE OF CONNECTICUT)
)
COUNTY OF MIDDLESEX)

SS: ESTUARY TRANSIT DISTRICT
October 15, 2021

**RESOLUTION NO. 21-006
AUTHORIZING RESOLUTION
ESTUARY TRANSIT DISTRICT**

CERTIFICATION:

I, Charles Norz, Secretary of the Estuary Transit District, do hereby certify that the following is a true and correct copy of a resolution adopted at its meeting on October 15th, 2021, in which a quorum was present and acting throughout and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect.

RESOLVED, that the Executive Director, Joseph Comerford, hereby is authorized on behalf of the Estuary Transit District to negotiate and execute all necessary contract documents required to purchase one (1) 2021 Ford Escape SE Sport AWD Hybrid (U9B) support vehicle and one (1) 2021 Ford Escape SE AWD (U9G) support vehicle for the Estuary Transit District from Gengras Ford, LLC in an amount not to exceed \$53,000.00.

IN WITNESS WHEREOF the undersigned has affixed his signature, the 15th day of October in the year 2021.

ESTUARY TRANSIT DISTRICT SECRETARY

Charles Norz, Secretary

I, Charles Norz, Secretary of the Estuary Transit District, certify that the resolution noted above is still in force and effect as of this 15th day of October 2021.

STATE OF CONNECTICUT)
)
COUNTY OF MIDDLESEX)

SS: ESTUARY TRANSIT DISTRICT
October 15, 2021

**RESOLUTION NO. 21-008
AUTHORIZING RESOLUTION
ESTUARY TRANSIT DISTRICT**

CERTIFICATION:

I, Charles Norz, Secretary of the Estuary Transit District, do hereby certify that the following is a true and correct copy of a resolution adopted at its meeting on October 15th, 2021, in which a quorum was present and acting throughout and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect.

RESOLVED, that the Executive Director, Joseph Comerford, hereby is authorized on behalf of the Estuary Transit District to negotiate and execute all necessary contract documents required to purchase one (1) service vehicle for the Estuary Transit District from Freightliner of Hartford, an authorized vendor on the State of Connecticut contract, in an amount not to exceed \$185,000.

IN WITNESS WHEREOF the undersigned has affixed his signature, the 15th day of October in the year 2021.

ESTUARY TRANSIT DISTRICT SECRETARY

Charles Norz, Secretary

I, Charles Norz, Secretary of the Estuary Transit District, certify that the resolution noted above is still in force and effect as of this 15th day of October 2021.

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800656673



ESSEX SAVINGS BANK
Service & Trust Since 1851

DEPOSIT ACCOUNT RESOLUTION FOR CORPORATION

*

I HEREBY CERTIFY to Essex Savings Bank (hereinafter referred to sometimes as the "Bank") that, at a meeting of the Board of Directors of Estuary Transit District a corporation organized under the laws of the State of Connecticut, duly called and held on the _____ day of _____, the following resolution was duly adopted, is in conformity with the articles of incorporation/charter and by-laws of said corporation and is in full force and effect:

RESOLVED: That a checking savings account in the name of this corporation be opened continued with Essex Savings Bank and that checks, drafts, notes and all orders for payment of money, drawn to the order of any person, firm or corporation whatsoever, except as this right may be limited below, from said account or drawn on another account to be deposited in said account, shall be signed or endorsed, as the case may be, by the following persons in the manner prescribed:

One signature required Two signatures required

Limitations: _____

Name	Title	Signature
<u>Joan Gay</u>	<u>Vice Chairperson</u>	<u>✓</u>
<u>Joseph P. Comerford</u>	<u>Director</u>	<u>X</u>
<u>Leslie Strauss</u>	<u>Chairperson</u>	<u>@</u>
<u>Charles Norz</u>	<u>Treasurer</u>	<u>*</u>

(Such endorsements may be made in writing or by a stamp and without designation of the person so endorsing.)

Essex Savings Bank is hereby authorized and directed to pay all checks, notes and orders so signed, including (unless limited to the contrary above) such as may be drawn to the order of the person signing the same, without any obligation of inquiry as to the circumstances of the issuance or use, application or distribution of any instrument or the proceeds thereof signed in accordance with this resolution.

Furthermore, the Bank may pay all checks, notes and orders bearing or purporting to bear the facsimile signature of the person or persons required to sign the same when such signatures resemble the facsimile specimen designated, regardless of by whom or by what means the actual or purported facsimile signature(s) thereon may have been affixed thereto.

This authority shall remain in force until revocation in writing is received by the Bank, and the Bank shall be entitled to presume that the above-named signatories remain authorized to sign checks, drafts, notes and other orders for the payment of money until receipt of written notice to the contrary.

IN WITNESS WHEREOF, I have hereunto subscribed my name as Secretary of said corporation this _____ day of _____.

→ _____
Secretary of the Corporation

*Title _____

*NOTE: In case the Secretary is authorized by the above resolution to act, either individually or jointly with another officer, this certificate must also be signed by a second officer, preferably one not so authorized.