



**ESTUARY TRANSIT DISTRICT  
REGULAR BOARD MEETING**  
ETD Offices, 91 N. Main St, Middletown, CT  
with Remote Options  
June 09, 2023 at 9:00 AM

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**AGENDA**

- I. Call to Order — L. Strauss, Chair
- II. Roll Call — T. Griswold, Secretary
- III. Secretary's Report — T. Griswold
  - [1.](#) Acceptance of Board Meeting Minutes of May 12, 2023
  - [2.](#) Acceptance of Special Board Meeting Minutes of May 24, 2023
  - [3.](#) Acceptance of Finance Committee Minutes of June 7, 2023
- IV. Communications — T. Griswold
- V. Treasurer's Report — C. Norz
- VI. Committee Reports
  1. Facilities Committee — J. Gay, Chair
  2. Finance Committee — C. Norz, Chair
  3. Marketing Committee — L. Strauss, Chair
  4. Legislative Committee — J. Gay, Chair
  5. Transit Advisory Committee — T. Griswold, Chair
  6. Service Study Committee — C. Norz, Chair
  7. Personnel Committee — K. Kilduff, Chair
  8. COG Update — J. Comerford
- VII. Executive Director's Report — J. Comerford
- VIII. Transit Planner's Report - B. Geraghty
- IX. Finance Director's Report — H. Famiglietti
  - [1.](#) Budget vs. Actuals and Cash Flow
- X. Operations Director's Report — J. Whitcomb
  - [1.](#) Ridership
- XI. Maintenance Director's Report — P. Hevrin
- XII. New Business
  - [1.](#) Approval of FY23-24 Budget

2. Approval of Auditing Services Contract

XIII. Old Business

XIV. Chair Comments

XV. Board Members Comments

XVI. Executive Session

XVII. Next Meeting — July 14, 2023 at 9:00AM with Remote Options

XVIII. Adjournment

Join Zoom Meeting

<https://us02web.zoom.us/j/85658322438?pwd=V21EVGN3azd0MWdXOWNzOFBoTkIkUT09>

Meeting ID: 856 5832 2438

Passcode: 322594

One tap mobile

+13126266799,,85658322438#,,,,\*322594# US (Chicago)

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Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 931 3860 US

+1 929 436 2866 US (New York)

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

RIVER VALLEY TRANSIT  
REGULAR MEETING  
Friday, May 12, 2023  
RVT Offices, Middletown and via ZOOM

CALL TO ORDER

Chairman Strauss called the meeting to order at 9:07 a.m. A quorum was established with the following board members present: Leslie Strauss, John Hall, Karl Kilduff, Joan Gay, (via ZOOM), Charlie Norz, (via ZOOM), Angus McDonald, Tim Griswold, Bobbye Knoll Peterson, and Jim Irish (via ZOOM, arrived at 9:50 a.m.).

Staff: Joe Comerford, Halyna Famiglietti, Mutez Ennab,(via ZOOM), Chris Denison

Absent: DG Fitton, David Lahm, Beverly Lawrence

VISITOR’S COMMENTS – None.

SECRETARY’S REPORT

Angus McDonald made a motion to accept the minutes from the 4/14/23 Board meeting as presented. Joan Gay seconded the motion. The motion passed unanimously.

Karl Kilduff made a motion to accept the minutes from the 4/25/23 Facilities Committee meeting as presented. Angus McDonald seconded the motion. The motion passed unanimously.

Joan Gay made a motion to accept the minutes from the 5/11/23 Finance Committee meeting as presented. Charlie Norz seconded the motion. The motion passed unanimously.

COMMUNICATIONS - None.

TREASURER’S REPORT – None.

COMMITTEE REPORTS

Finance Committee

Joan reported that the Finance Committee is recommending that the Board forward the proposed 23/24 budget to Public Hearing. The proposed revenue totals \$6,551,500.00 and proposed expenses total \$6,551,500.00. Budget numbers were determined based on 22/23 actuals plus a percentage increase. Halyna and Joan were available to address questions/comments posed by Board members.

Joan Gay made a motion to accept the Finance Committee Report as presented. Charlie Norz seconded the motion. The motion passed unanimously.

Facilities Committee

Joan reported:

- Middletown - The Notice to Proceed has been issued to the Consultant.
  - Currently, the drainage pipe does not seem to be an issue.
  - Groundbreaking – approximately 3 years out.
- Shoreline Facility – Wetlands being flagged, environmental study added to the scope consultant retained, negotiations to purchase property can begin in 6 to 9 months.
  - Groundbreaking – approximately 5 to 6 years out.

Joan Gay made a motion to accept the Facilities Committee Report as presented. Karl Kilduff Norz seconded the motion. The motion passed unanimously.

Marketing Committee

Leslie and Joe reported:

- Several buses have been “wrapped” with the new logo. Additional buses will be “wrapped”.
- Signage - samples of the new signage were screen shared.
- Website – currently being populated with RVT information. A copywriter has been retained to maintain the software and the website (\$500 per month).
  - The website offers trip scheduling, routes, etc.
  - A Spanish version of the website is available.
- Events Magazines
- Town newsletters

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

EXECUTIVE DIRECTOR’S AND TRANSIT PLANNER’S REPORT

Joe reported:

- DOT representatives will visit the Middletown facilities on May 17 to determine next steps relative to the terminal.
- Middletown consultant is scheduled to be on site on 5/25 to “walk” the facility for the first time.

Transit Planner’s Report

Joe reported:

- The majority of Brendan’s time has been spent on the Micro Transit Grant application. RVT is requesting funds to facilitate 3 zones (Middletown, E. Hampton and Madison/Guilford). The District is a good candidate for the grant and many support letters will be included with the application.
- Outreach relative to route changes was facilitated via Wesleyan University interns.
- It is anticipated that the AVL project will be completed in June. Supply chain issues delayed the project.
- Bus Shelters

- Solar lighting was installed at 2 bus shelters (Clinton and Chester).
- Drivers will let Brendan know if solar lights are needed at other shelters.
- A list of shelter locations was forwarded to the State, at their request.
  - Joe recommended the District not participate with the State’s program for shelters as they have not specified a design and maintenance is an issue. The shelters have become a part of the District’s branding and towns have “bought into” the design developed by the District.

John Hall made a motion to accept the Executive Director’s Report and the Transit Planner’s Report as presented. Charlie Norz seconded the motion. The motion passed unanimously.

FINANCE DIRECTOR’S REPORT

Halyna reported:

- An RFP for an auditor was published.
  - Any board member interested in participating in the Audit Selection Committee should contact Joe.
- Purchase Orders have been issued for bus purchases.
- As new buses are put into service, it is anticipated that maintenance costs will decrease.

Joe reported that a pre-production meeting will be held in August/September in Minnesota relative to electric buses. Delivery of electric buses is anticipated in July 2024. Prior to delivery all appropriate equipment and protocols must be in place in the terminal, i.e. fire suppression system, electrical voltage, charging schedule, etc.

NEW BUSINESS

Approval to Publish FY 23/24 Budget

Angus McDonald made a motion to approve the FY 23/24 budget for publication purposes as presented. John Hall seconded the motion. The motion passed unanimously.

Bank Borrowing Resolution

Karl Kilduff made the following motion:

RESOLVED, that any two (2) of the following, the Chairman, Leslie Strauss, or in her absence or inability to act, the Vice Chairman, Joan Gay or Treasurer, Charles Norz, be and hereby are authorized on behalf of the Estuary Transit District to:

1. Borrow money and obtain credit, at any time and from time to time, in any form on behalf of the Estuary Transit District from Webster Bank.
2. Pledge, mortgage, grant a security interest in, endorse, assign and deliver, any property held by or belonging to the Estuary Transit District, as security for money borrowed or credit obtained and as a condition of the right to receive such money, or to obtain such credit, with full authority to execute, endorse, guarantee, assign and deliver any document or instrument on behalf of the Estuary Transit District, as the bank may also require in connection therewith.
3. Discount any bill receivable, instrument or paper held in the name of or by the Estuary

Transit District, with full authority to endorse the same in the name of the Estuary Transit District.

John Hall seconded the motion. The motion passed unanimously.

Board Policies Revision

A copy of the revised Board Policies document was included in the Board packet. Clarification on the appropriate protocol and confidentiality during and after Executive Session was provided, board members are prohibited from sharing information discussed during Executive Sessions.

Karl Kilduff made a motion to adopt the revised policies as presented. Angus McDonald seconded the motion. The motion passed unanimously.

OLD BUSINESS – None.

CHAIR COMMENTS

Leslie reported that the Middletown Arts Council hosts First Friday Events, beginning in June, that include live music, food and tastings. The Corinthian Jazz Band will perform at some of the events. Note that Leslie and Angus are band members. The musicians are not paid for these performances.

BOARD MEMBER COMMENTS

Joan Gay reported that the Killingworth Earth Day celebration included in the use of the Trolley. The trolley was well received, and the driver was excellent.

NEXT MEETING - June 9, 2023 - 9 a.m.

ADJOURNMENT

John Hall made a motion to adjourn the meeting at 10:10 a.m. Angus McDonald seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Suzanne Helchowski  
Clerk

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

ESTUARY TRANSIT DISTRICT  
RIVER VALLEY TRANSIT  
SPECIAL BOARD MEETING  
MIDDLETOWN OPERATIONS FACILITY  
91 N. MAIN STREET, MIDDLETOWN, CT  
WITH REMOTE OPTIONS

WEDNESDAY, MAY 24, 2023

CALL TO ORDER

The meeting was called to order by Leslie Strauss, Chairman at 1:36 p.m.

ROLL CALL

A quorum was established with the following board members present: DG Fitton, Joan Gay, Tim Griswold, Jim Irish, Bobbye Knoll-Peterson, David Lahm, Beverly Lawrence, Angus McDonald, Charlie Norz, and Leslie Strauss.

Absent: John Hall and Karl Kilduff

Also in attendance: Joe Comerford and Christina Denison

EXECUTIVE SESSION – Discussion of Labor Contract Negotiations

DG Fitton made a motion to go into Executive Session at 1:38 p.m. for the purpose of discussing labor contract negotiations. Lahm seconded the motion. The motion passed unanimously. Invited into the Executive Session: Joe Comerford and Christina Denison

Regular Session resumed at 1:52 p.m.

Norz made a motion to approve the labor contract. Fitton seconded the motion. The motion passed unanimously.

NEXT REGULAR MEETING – June 9, 2023 @ 9:00 a.m.

ADJOURNMENT

The meeting was adjourned at 1:54 p.m.

Respectfully Submitted,

Christina Denison  
Clerk

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

ESTUARY TRANSIT DISTRICT  
FINANCE COMMITTEE MEETING  
MTD GARAGE, 91 N. Main Street, Middletown, CT with Remote Options  
WEDNESDAY, JUNE 7, 2023, AT 9:00 A.M.

CALL TO ORDER

The meeting was called to order by Charles Norz, Chair, at 9:03 a.m.

ROLL CALL

A quorum was established with the following committee members present: Joan Gay, Jim Irish, Karl Kilduff, and Charles Norz

Also in attendance: Joseph Comerford, Christina Denison, and Halyna Famiglietti

DISCUSSION OF BUDGET VS. ACTUALS and CASH FLOW

Copies of the Budget vs. Actuals and Cash Flow report were included in the meeting packet.

The budget was reviewed and discussed. There are no issues.

Famiglietti reported there are no issues with Cash Flow.

Famiglietti answered questions from the Committee.

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

OTHER BUSINESS

Famiglietti reported that the City of Middletown has assigned its municipal grant to the district, bringing the total to 12 towns. Comerford is talking with East Hampton about possibly doing the same.

She stated that a contractor for auditing services has been selected, and a recommendation will be brought to the Board at the June 9th meeting.

Famiglietti also reported that the District has secured \$5.7 million in CIRSA funds.

DISCUSSION OF ITEMS FOR THE JUNE 9, 2023 BOARD MEETING

None.

ADJOURNMENT

Irish made a motion to adjourn the meeting at 9:18 a.m. Kilduff seconded the motion. The motion passed unanimously.

Next Meeting—August 9, 2023, at 9:00 a.m.

Respectfully submitted,

Christina Denison  
Clerk

<b>RIVER VALLEY TRANSIT</b>	
<b>STATEMENT OF CASH FLOWS</b>	
Monday, June 5, 2023	
Operating Checking	\$ 844,902
Payroll Checking	\$ 92,282
Capital Checking	\$ 62,738
Libertry and ESB	\$ 5,040
<b>BALANCE TOTAL</b>	<b>\$ 1,004,962</b>

Account Payable	Jun-23	Jul-23	Aug-23
Payroll	\$ 112,250	\$ 230,000	\$ 230,000
Benefits	\$ 45,000	\$ 80,000	\$ 80,000
CIRMA	\$ 7,500	\$ 7,500	\$ 7,500
Fuel	\$ 57,601	\$ 60,000	\$ 60,000
Management Services	\$ 20,420	\$ 35,000	\$ 35,000
Services	\$ 20,750	\$ 30,750	\$ 30,750
Vehicle Maintenance and Repairs	\$ 31,813	\$ 27,000	\$ 27,000
Rent & Utilities	\$ 18,696	\$ 20,500	\$ 20,500
Insurance	\$ 5,000	\$ 10,000	\$ 10,000
Other Monthly Expenses	\$ 5,500	\$ 9,250	\$ 9,250
<b>TOTAL EXPENSES</b>	<b>\$ 324,530</b>	<b>\$ 510,000</b>	<b>\$ 510,000</b>

Account Receivable			
CT DOT FY23 Capital Grants	\$ -	\$ 126,522	\$ -
FTA FY23 All Grants	\$ 44,125	\$ -	\$ -
URBAN Care Act (FTA)	\$ 2,060	\$ -	\$ -
FIXED 5307	\$ -	\$ 242,554	\$ 727,662
MGP Grant	\$ 82,109	\$ 82,109	\$ 105,000
DAR	\$ -	\$ -	\$ 28,083
ADA	\$ -	\$ 43,733	\$ 69,565
RURAL 5311	\$ 123,603	\$ 45,570	\$ 18,500
New Freedom 5310	\$ -	\$ 55,000	\$ 27,500
Madison/Middletown (RT.81)	\$ 13,700	\$ 15,500	\$ 15,500
X-Mile	\$ 16,500	\$ 25,500	\$ 25,500
Fare Box and Pre-paid Fare Revenue	\$ 2,150	\$ 25,000	\$ 25,000
Middlesex Hospital, Wesleyan, AAA	\$ 9,483	\$ 5,500	\$ 5,500
Town Dues	\$ -	\$ 64,447	\$ 157,731
OTHERS	\$ -	\$ 14,898	\$ -
<b>TOTAL REVENUE</b>	<b>\$ 293,729</b>	<b>\$ 746,333</b>	<b>\$ 1,205,541</b>

Cash at the beginning of the period	\$ 1,004,962	\$ 974,162	\$ 1,210,495
Cash at the end of the period	\$ 974,162	\$ 1,210,495	\$ 1,906,036

GRANTS TOTAL	ESTUARY TRANSIT DISTRICT		
	For the Period July 1, 2022 to April 30, 2023		
	YTD ACTUAL	BUDGET AMOUNT	YTD % of BUDGET
<b>REVENUE</b>			
FAREBOX REVENUE	\$ 227,893	\$ 284,150	80%
URBAN CARES ACT	\$ 798,266	\$ 859,600	93%
RURAL CARE ACT	\$ 53,039		
OTHER	\$ 75,841		
<b>TOTAL REVENUE</b>	<b>\$ 1,155,039</b>	<b>\$ 1,143,750</b>	<b>101%</b>
<b>EXPENSES</b>			
LABOR	\$ 2,398,050	\$ 2,820,000	85%
FRINGE BENEFITS	\$ 803,658	\$ 1,011,500	79%
PROFESSIONAL SERVICES	\$ 511,075	\$ 448,600	114%
MATERIALS & SUPPLIES	\$ 27,498	\$ 103,700	27%
RENT&UTILITIES	\$ 209,177	\$ 244,500	86%
INSURANCE	\$ 88,838	\$ 86,400	103%
MAINTENANCE	\$ 409,601	\$ 631,500	65%
FUEL	\$ 576,019	\$ 783,500	74%
MISCELLANEOUS EXPENSE	\$ 37,322	\$ 90,800	41%
PARK CONNECT	\$ 27,683	\$ 40,500	68%
PURCHASE TRANSPORTATION	\$ 7,653	\$ 25,000	31%
<b>TOTAL EXPENSES</b>	<b>\$ 5,096,572</b>	<b>\$ 6,286,000</b>	<b>81% 83%</b>

<b>DEFICIT</b>	<b>\$ (3,941,534)</b>	<b>\$ (5,142,250)</b>
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<b>DOT</b>	<b>\$ 3,428,128</b>	<b>\$ 4,164,119</b>
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<b>LOCAL</b>	<b>\$ 550,869</b>	<b>\$ 703,409</b>
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<b>Surplus/(Deficit)</b>	<b>\$ 32,325</b>	
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FIXED 5307	ESTUARY TRANSIT DISTRICT		
	For the Period July 1, 2022 to April 30, 2023		
	YTD ACTUAL	BUDGET AMOUNT	YTD % of BUDGET
<b>REVENUE</b>			
FAREBOX REVENUE	\$ 190,000	\$ 226,500	84%
URBAN CARES ACT	\$ 521,191	\$ 242,600	215%
RURAL CARE ACT			0%
OTHER			
<b>TOTAL REVENUE</b>	<b>\$ 711,191</b>	<b>\$ 469,100</b>	<b>152%</b>
<b>EXPENSES</b>			
LABOR	\$ 1,616,466	\$ 1,725,000	94%
FRINGE BENEFITS	\$ 585,616	\$ 623,750	94%
PROFESSIONAL SERVICES	\$ 397,220	\$ 285,750	139%
MATERIALS & SUPPLIES	\$ 20,120	\$ 63,000	32%
RENT&UTILITIES	\$ 168,825	\$ 156,000	108%
INSURANCE	\$ 74,394	\$ 53,000	140%
MAINTENANCE	\$ 275,293	\$ 385,000	72%
FUEL	\$ 441,796	\$ 475,000	93%
MISCELLANEOUS EXPENSE	\$ 13,100	\$ 53,500	24%
PARK CONNECT	\$ 27,683	\$ 40,500	68%
PURCHASE TRANSPORTATION			
<b>TOTAL EXPENSES</b>	<b>\$ 3,620,512</b>	<b>\$ 3,860,500</b>	<b>94%</b> <b>83%</b>

<b>DEFICIT</b>	<b>\$ (2,909,321)</b>	
<b>DOT</b>	<b>\$ 2,442,154</b>	<b>\$ 2,930,585</b>
<b>LOCAL</b>	<b>\$ 467,167</b>	<b>\$ 560,600</b>
<b>Surplus/(Deficit)</b>	<b>\$ 0.00</b>	

Midshore(Old Saybrook/Middletown) & Riverside EXT.	ESTUARY TRANSIT DISTRICT		
	For the Period July 1, 2022 to April 30, 2023		
	YTD ACTUAL	BUDGET AMOUNT	YTD % of BUDGET
<b>REVENUE</b>			
FAREBOX REVENUE	\$ 248	\$ 8,500	3%
URBAN CARES ACT			
RURAL CARE ACT			
OTHER			
<b>TOTAL REVENUE</b>	<b>\$ 248</b>	<b>\$ 8,500</b>	<b>3%</b>
<b>EXPENSES</b>			
LABOR	\$ 132,647	\$ 149,500	89%
FRINGE BENEFITS	\$ 36,847	\$ 52,250	71%
PROFESSIONAL SERVICES	\$ 15,274	\$ 23,500	65%
MATERIALS & SUPPLIES		\$ 6,000	0%
RENT&UTILITIES	\$ 6,916	\$ 13,750	50%
INSURANCE	\$ 2,014	\$ 4,750	42%
MAINTENANCE	\$ 25,975	\$ 29,500	88%
FUEL	\$ 25,221	\$ 46,500	54%
MISCELLANEOUS EXPENSE	\$ 1,407	\$ 4,750	30%
PARK CONNECT			
PURCHASE TRANSPORTATION			
<b>TOTAL EXPENSES</b>	<b>\$ 246,302</b>	<b>\$ 330,500</b>	<b>75% 83%</b>

<b>DEFICIT</b>	<b>\$ (246,053)</b>
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<b>DOT</b>	<b>\$ 278,379</b>	<b>\$ 368,875</b>
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<b>LOCAL</b>	<b>\$ -</b>	<b>\$ -</b>
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<b>Surplus/(Deficit)</b>	<b>\$ 32,325</b>
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RURAL 5311	ESTUARY TRANSIT DISTRICT		
	For the Period July 1, 2022 to April 30, 2023		
	YTD ACTUAL	BUDGET AMOUNT	YTD % of BUDGET
<b>REVENUE</b>			
FAREBOX REVENUE	\$ 15,918	\$ 10,650	149%
URBAN CARES ACT			
RURAL CARE ACT	\$ 53,039	\$ 10,000	
OTHER			
<b>TOTAL REVENUE</b>	<b>\$ 68,957</b>	<b>\$ 20,650</b>	<b>334%</b>
<b>EXPENSES</b>			
LABOR	\$ 149,591	\$ 265,500	56%
FRINGE BENEFITS	\$ 41,628	\$ 95,000	44%
PROFESSIONAL SERVICES	\$ 28,055	\$ 41,000	68%
MATERIALS & SUPPLIES	\$ 1,078	\$ 10,500	10%
RENT&UTILITIES	\$ 9,784	\$ 23,750	41%
INSURANCE	\$ 4,886	\$ 8,000	61%
MAINTENANCE	\$ 14,565	\$ 63,000	23%
FUEL	\$ 20,272	\$ 78,000	26%
MISCELLANEOUS EXPENSE	\$ 899	\$ 10,750	8%
PARK CONNECT			
PURCHASE TRANSPORTATION			
<b>TOTAL EXPENSES</b>	<b>\$ 270,758</b>	<b>\$ 595,500</b>	<b>45% 83%</b>

<b>DEFICIT</b>	<b>\$ (201,802)</b>
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<b>DOT</b>	<b>\$ 168,885</b>	<b>\$ 202,662</b>
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<b>LOCAL</b>	<b>\$ 32,917</b>	<b>\$ 39,500</b>
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<b>Surplus/(Deficit)</b>	<b>\$ (0.00)</b>
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RT.81(Madison/Middletown)	ESTUARY TRANSIT DISTRICT		
	For the Period July 1, 2022 to April 30, 2023		
	YTD ACTUAL	BUDGET AMOUNT	YTD % of BUDGET
<b>REVENUE</b>			
FAREBOX REVENUE	\$ -	\$ 2,100	0%
URBAN CARES ACT	\$ 102,645	\$ 184,000	56%
RURAL CARE ACT		\$ -	0%
OTHER			
<b>TOTAL REVENUE</b>	<b>\$ 102,645</b>	<b>\$ 186,100</b>	<b>55%</b>
<b>EXPENSES</b>			
LABOR	\$ 54,650	\$ 76,000	72%
FRINGE BENEFITS	\$ 15,582	\$ 26,250	59%
PROFESSIONAL SERVICES	\$ 3,024	\$ 11,000	27%
MATERIALS & SUPPLIES	\$ 1,679	\$ 3,000	56%
RENT&UTILITIES	\$ 1,165	\$ 6,750	17%
INSURANCE		\$ 2,600	0%
MAINTENANCE	\$ 13,446	\$ 18,250	74%
FUEL	\$ 13,100	\$ 38,000	34%
MISCELLANEOUS EXPENSE		\$ 4,250	0%
PARK CONNECT			
PURCHASE TRANSPORTATION			
<b>TOTAL EXPENSES</b>	<b>\$ 102,645</b>	<b>\$ 186,100</b>	<b>55%</b>

**83%**

<b>DEFICIT</b>	<b>\$ -</b>	<b>\$ -</b>
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<b>DOT</b>	<b>\$ -</b>	
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<b>LOCAL</b>	<b>\$ -</b>	<b>\$ -</b>
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<b>Surplus/(Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>
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ADA, DAR & MGP	ESTUARY TRANSIT DISTRICT		
	For the Period July 1, 2022 to April 30, 2023		
	YTD ACTUAL	BUDGET AMOUNT	YTD % of BUDGET
<b>REVENUE</b>			
FAREBOX REVENUE	\$ 16,589	\$ 23,900	69%
URBAN CARES ACT			
RURAL CARE ACT			
OTHER	\$ 67,697		
<b>TOTAL REVENUE</b>	<b>\$ 84,286</b>	<b>\$ 23,900</b>	<b>353%</b>
<b>EXPENSES</b>			
LABOR	\$ 347,205	\$ 392,500	88%
FRINGE BENEFITS	\$ 95,252	\$ 138,250	69%
PROFESSIONAL SERVICES	\$ 58,665	\$ 60,050	98%
MATERIALS & SUPPLIES	\$ 3,822	\$ 15,700	24%
RENT&UTILITIES	\$ 20,511	\$ 31,250	66%
INSURANCE	\$ 7,544	\$ 13,750	55%
MAINTENANCE	\$ 57,727	\$ 92,500	62%
FUEL	\$ 53,092	\$ 92,000	58%
MISCELLANEOUS EXPENSE	\$ 21,916	\$ 12,900	170%
PARK CONNECT			
PURCHASE TRANSPORTATION			
<b>TOTAL EXPENSES</b>	<b>\$ 665,735</b>	<b>\$ 848,900</b>	<b>78% 83%</b>

<b>DEFICIT</b>	<b>\$ (581,449)</b>	
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<b>DOT</b>	<b>\$ 530,664</b>	<b>\$ 636,797</b>
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<b>LOCAL</b>	<b>\$ 50,785</b>	<b>\$ 103,309</b>
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<b>Surplus/(Deficit)</b>	<b>\$ (0.00)</b>	
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X_MILE	ESTUARY TRANSIT DISTRICT		
	For the Period July 1, 2022 to April 30, 2023		
	YTD ACTUAL	BUDGET AMOUNT	YTD % of BUDGET
<b>REVENUE</b>			
FAREBOX REVENUE			
URBAN CARES ACT	\$ 169,291	\$ 433,000	39%
RURAL CARE ACT			
OTHER	\$ 9,456		
<b>TOTAL REVENUE</b>	<b>\$ 178,747</b>	<b>\$ 433,000</b>	<b>41%</b>
<b>EXPENSES</b>			
LABOR	\$ 97,491	\$ 211,500	46%
FRINGE BENEFITS	\$ 28,733	\$ 76,000	38%
PROFESSIONAL SERVICES	\$ 4,617	\$ 20,800	22%
MATERIALS & SUPPLIES	\$ 800	\$ 5,500	15%
RENT&UTILITIES	\$ 1,976	\$ 13,000	15%
INSURANCE		\$ 4,300	0%
MAINTENANCE	\$ 22,595	\$ 43,250	52%
FUEL	\$ 22,537	\$ 54,000	42%
MISCELLANEOUS EXPENSE		\$ 4,650	0%
PARK CONNECT			
PURCHASE TRANSPORTATION			
<b>TOTAL EXPENSES</b>	<b>\$ 178,747</b>	<b>\$ 433,000</b>	<b>41%</b>

**83%**

<b>DEFICIT</b>	<b>\$ -</b>	<b>\$ -</b>
<b>DOT</b>	<b>\$ -</b>	<b>\$ -</b>
<b>LOCAL</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Surplus/(Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>

TAXI Voucher	ESTUARY TRANSIT DISTRICT		
	For the Period July 1, 2022 to April 30, 2023		
	YTD ACTUAL	BUDGET AMOUNT	YTD % of BUDGET
<b>REVENUE</b>			
FAREBOX REVENUE	\$ 5,138	\$ 12,500	41%
URBAN CARES ACT			
RURAL CARE ACT			
Prepaid Fare	\$ (1,312)		
<b>TOTAL REVENUE</b>	<b>\$ 3,826</b>	<b>\$ 12,500</b>	<b>31%</b>
<b>EXPENSES</b>			
LABOR			
FRINGE BENEFITS			
PROFESSIONAL SERVICES	\$ 4,220	\$ 6,500	65%
MATERIALS & SUPPLIES			
RENT&UTILITIES			
INSURANCE			
MAINTENANCE			
FUEL			
MISCELLANEOUS EXPENSE			
PARK CONNECT			
PURCHASE TRANSPORTATION	\$ 7,653	\$ 25,000	31%
<b>TOTAL EXPENSES</b>	<b>\$ 11,873</b>	<b>\$ 31,500</b>	<b>38%</b>

**83%**

<b>DEFICIT</b>	<b>\$ (8,046)</b>	
<b>DOT</b>	<b>\$ 8,046</b>	<b>\$ 25,200</b>
<b>LOCAL</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Surplus/(Deficit)</b>	<b>\$ -</b>	<b>\$ 25,200</b>

## 641 Old Saybrook - Madison

	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	3122	3102	2766	29193	28%
2022	2260	2660	2873	3638	3484	3753	3769	3848	3825	3954	3793	3314	41171	
2023	3952	3464	4420	3500	3247								18583	
	75%	30%	54%	-4%	-7%	48%	37%	40%	18%	35%	84%	89%		

## 642 Chester

	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	440	404	398	4066	14%
2022	287	289	344	351	388	394	424	411	408	606	434	314	4650	
2023	340	328	344	525	562								2099	
	18%	13%	0%	50%	45%	14%	-2%	9%	-3%	38%	7%	-21%		

## 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	356	282	309	4603	-3%
2022	269	269	325	338	279	430	436	577	477	578	576	473	5027	
2023	450	404	517	402	387								2160	
	67%	50%	59%	19%	39%	3%	-14%	14%	2%	62%	104%	53%		

644 Old Saybrook - Middletown

	January	February	March	April	May	June	July	August	September	October	November	December		
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	378	409	334	3622	-3%
2022	278	379	418	415	443	541	551	528	526	459	456	408	5402	
2023	397	458	576	402	424								2257	
	43%	21%	38%	-3%	-4%	79%	83%	49%	30%	21%	11%	22%		-100%

645 Madison - Middletown

	January	February	March	April	May	June	July	August	September	October	November	December		
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	275	360	358	3488	
2022	252	290	360	445	419	597	494	551	436	369	426	376	5015	
2023	456	419	519	386	437								2217	
	9%	37%	28%	47%	44%	122%	53%	111%	35%	34%	18%	5%		
						167%	73%	73%	31%	45%	98%	139%		

Shoreline Routes Total

	January	February	March	April	May	June	July	August	September	October	November	December		
2019	6221	5992	6607	6610	6791	5634	5787	5853	5482	6007	4865	4298	70147	
2020	5122	4951	3642	1235	1384	2241	2896	3214	3627	3886	2815	2529	37542	
2021	2517	2192	2987	3227	3468	3868	4314	4252	4854	4571	4557	4165	44972	
2022	3346	3887	4320	5187	5013	5715	5674	5915	5672	5966	5685	4885	61265	
2023	5595	5073	6376	5215	5057	0	0	0	0	0	0	0	27316	
	67%	31%	48%	1%	1%	-100%	32%	39%	17%	31%	25%	17%		
	-10%	-15%	-3%	-21%	-26%	-100%	-100%	-100%	-100%	-100%	-100%	-100%		

581 Saybrook Rd (Mon - Sat)

	January	February	March	April	May	June	July	August	September	October	November	December		
2022						4357	4423	4817	4707	5011	4934	4,577	32826	
2023	6231	5401	6204	3404	2991								24231	

582 Wesleyan Hills (Mon - Fri)

	January	February	March	April	May	June	July	August	September	October	November	December		
2022						1594	1502	2090	1993	1893	2178	1,885	13135	

2023      1840      783      2029      1578      1212

7442

583 Washington St (Mon - Sat)													
	January	February	March	April	May	June	July	August	September	October	November	December	
2022						3299	3583	3699	3799	3694	3825	4,082	25981
2023	3897	3352	4185	2200	2549								16183

584 Newfield St (Mon - Sat)													
	January	February	March	April	May	June	July	August	September	October	November	December	
2022						5390	4868	5517	5872	5624	5781	5,954	39006
2023	6094	5051	5637	3772	4235								24789

585 Westlake Dr (Mon - Fri)													
	January	February	March	April	May	June	July	August	September	October	November	December	
2022						3910	4533	5507	5485	4759	4947	4,671	33812
2023	6040	4818	6417	2988	2969								23232

586 Portland/East Hampton													
	January	February	March	April	May	June	July	August	September	October	November	December	
2022						592	468	535	424	467	460	454	3400
2023	352	247	249	555	631								2034

590 Middletown - Meriden (Mon - Sat)													
	January	February	March	April	May	June	July	August	September	October	November	December	
2022						2491	2500	3373	3548	3793	3984	3,978	23667
2023	4,233	3,954	4,748	3,175	2,691								18801

581-583 Night (Mon - Fri)													
	January	February	March	April	May	June	July	August	September	October	November	December	
2022						506	611	465	278	351	138	333	2682
2023	328	318	287	41	86								1060

584-585 Night (Mon - Fri)													
	January	February	March	April	May	June	July	August	September	October	November	December	
2022						503	534	468	504	548	497	125	3179
2023	365	397	230	73	105								1170

Middletown Route Totals													877
	January	February	March	April	May	June	July	August	September	October	November	December	
2019					20770	18323	20032	22088	21953	21446	20873	19387	
2020		18736	23431	11543	11928	17129	14709	18564	20774	20043	14791	11492	
2021		10656	12382	13669	11494	12888	13202	13054	12950	13330	13756		

2022		12714	15600	18991	20781	22,642	23,022	26,471	26,610	26,140	26,744	26,059	245774
2023	29380	24321	29986	17786	17469								89562
		91%	92%	-6%	-16%	76%	74%	103%	105%	96%	94%	#DIV/0!	
		30%	28%	54%	-16%	24%	15%	20%	21%	22%	28%	34%	

Clinton Trolley

	January	February	March	April	May	June	July	August	September	October	November	December			
2019							68	245	528	0	0	0	0	841	
2020	0	0	0	0	0	0	7	46	73	41	0	0	0	167	-80%
2021	0	0	0	0	0	18	287	479	452	101	0	0	0	1337	701%
2022	0	0	0	0	0	41	284	199	148	96	0	0	0	768	
2023	0	0	0	0	0	53								53	
						29%	-1%	-58%	-67%	-5%					

Madison Shuttle

	January	February	March	April	May	June	July	August	September	October	November	December		
2021	0	0	0	0	0	5	86	97	65	18	0	0	0	271
2022	0	0	0	0	0	34	13	29	9	15	0	0	0	100
2023	0	0	0	0	0	11					0	0	0	11
						-68%	-85%	-70%	-86%	-17%				

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	1566	1554	1,566	15538	
2022	1393	1724	1954	1955	1918	2047	2029	2108	2965	3206	3112	2,705	27116	
2023	2182	2422	2783	1980									9367	
	57%	40%	42%	1%	67%	58%	40%	52%	98%	105%	72%	47%		

20,598  
12244

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	753	692	715	8144	43%
2022	606	661	829	746	750	709	856	834	754	690	722	664	8821	
2023	1442	1270	819	675	712								4918	
	138%	92%	-1%	-10%	-5%	12%	53%	42%	-18%	22%	142%	33%		
	19%	11%	-32%	-50%	-44%	-44%	-33%	-23%	-21%					
						8525	6444				1493			

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	97	173	186	186	273	1485	

2022	216	168	193	167	204	223	1265	1099	740	994	1006	945	7220
2023	776	703	1014	776	876								
	259%	318%	138%	120%	85%	99%	1587%	1033%	328%	130%	205%	320%	

Total All Fixed Routes

	January	February	March	April	May	June	July	August	September	October	November	December	
2023	34975	29394	36362	23001	22590		0	0	0	0	0	0	146322

Total All Demand Response

	January	February	March	April	May	June	July	August	September	October	November	December	
2023	4400	4395	4616	3431	1588		0	0	0	0	0	0	18430

**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	6846	7563	7076	6989	6719	71,759	31%
2022	5561	6440	7296	8055	7960	8977	33044	36574	36837	36996	37269	35258	260,267	
2023	39375	33789	40978	26432	24178	0	0	0	0	0	0	0		
	608%	425%	462%	53%	47%	43%	22%	26%	25%	30%	34%	60%		

**ESTUARY TRANSIT DISTRICT  
PROPOSED BUDGET SUMMARY FOR 2023-2024**

	<b>GRAND TOTAL</b>
Fares Revenue	\$ 292,000
Maximum Federal Subsidy	\$ 320,750
Maximum State Subsidy	\$ 4,153,450
Maximum Local subsidy	\$ 724,550
Covid Relief OPR Funds	\$ 1,060,750
<b>TOTAL Revenue</b>	<b>\$ 6,551,500</b>
Salary & Wages	\$ 3,026,500
Benefits	\$ 950,000
Professional Services	\$ 620,500
Maintenance	\$ 650,000
Fuel Purchase	\$ 770,000
Purchase Transportation	\$ 25,000
Rent and Utilities	\$ 274,500
Insurance	\$ 140,000
Miscellaneous	\$ 95,000
<b>TOTAL Expenses</b>	<b>\$ 6,551,500</b>

**ESTUARY TRANSIT DISTRICT  
PROPOSED BUDGET DETAIL FOR 2023-2024**

	<b>FIXED</b>	<b>ADA</b>	<b>DAR</b>	<b>RURAL 5311</b>	<b>New Freedom 5310</b>	<b>Taxi Voucher</b>	<b>MGP</b>	<b>COVID Relief</b>	<b>GRAND TOTAL</b>
<b>Fares Revenue</b>	\$ 225,000	\$ 6,500	\$ 8,250	\$ 8,000	\$ 9,500	\$ 12,500	\$ 10,250	\$ 12,000	\$ 292,000
<b>Maximum Federal Subsidy</b>	\$ -	\$ -	\$ -	\$ 120,000	\$ 185,000	\$ 15,750	\$ -	\$ -	\$ 320,750
<b>Maximum State Subsidy</b>	\$ 3,240,750	\$ 286,500	\$ 112,500	\$ 79,200	\$ 185,000	\$ 3,250	\$ 246,250	\$ -	\$ 4,153,450
<b>Maximum Local subsidy</b>	\$ 610,000	\$ 51,500	\$ 22,250	\$ 40,800	\$ -	\$ -	\$ -	\$ -	\$ 724,550
<b>COVID Relief Funds</b>	\$ 536,750	\$ -	\$ -	\$ 68,500	\$ -	\$ -	\$ -	\$ 455,500	\$ 1,060,750
<b>TOTAL Revenue</b>	<b>\$ 4,612,500</b>	<b>\$ 344,500</b>	<b>\$ 143,000</b>	<b>\$ 316,500</b>	<b>\$ 379,500</b>	<b>\$ 31,500</b>	<b>\$ 256,500</b>	<b>\$ 467,500</b>	<b>\$ 6,551,500</b>
<b>Salary &amp; Benefits</b>	\$ 2,722,000	\$ 218,000	\$ 94,000	\$ 222,000	\$ 227,000	\$ -	\$ 166,000	\$ 327,500	\$ 3,976,500
<b>Professional Services</b>	\$ 535,500	\$ 17,500	\$ 6,000	\$ 21,000	\$ 29,000	\$ -	\$ 11,500	\$ -	\$ 620,500
<b>Operating Expenses</b>	\$ 1,000,500	\$ 82,000	\$ 30,500	\$ 51,000	\$ 86,000	\$ 25,000	\$ 53,500	\$ 116,500	\$ 1,445,000
<b>Other Expenses</b>	\$ 354,500	\$ 27,000	\$ 12,500	\$ 22,500	\$ 37,500	\$ 6,500	\$ 25,500	\$ 23,500	\$ 509,500
<b>TOTAL Expenses</b>	<b>\$ 4,612,500</b>	<b>\$ 344,500</b>	<b>\$ 143,000</b>	<b>\$ 316,500</b>	<b>\$ 379,500</b>	<b>\$ 31,500</b>	<b>\$ 256,500</b>	<b>\$ 467,500</b>	<b>\$ 6,551,500</b>

**ESTUARY TRANSIT DISTRICT  
PROPOSED BUDGET REPORT FOR 2023-2024**

	<b>Proposed Revenue</b>	<b>Proposed Expenses</b>
<b>Fares Revenue</b>	\$ 292,000	
<b>Maximum Federal Subsidy</b>	\$ 320,750	
<b>Maximum State Subsidy</b>	\$ 4,153,450	
<b>Maximum Local subsidy</b>	\$ 724,550	
<b>COVID Relief Funds</b>	\$ 1,060,750	
<b>Salary &amp; Benefits</b>		\$ 3,976,500
<b>Professional Services</b>		\$ 620,500
<b>Operating Expenses</b>		\$ 1,445,000
<b>Other Expenses</b>		\$ 509,500
<b>TOTAL</b>	<b>\$ 6,551,500</b>	<b>\$ 6,551,500</b>

**ESTUARY TRANSIT DISTRICT  
UNRESTRICTED FUNDS  
BALANCE AS OF 06/30/22  
\$2,255,665**

STATE OF CONNECTICUT)  
)  
COUNTY OF MIDDLESEX)

SS: ESTUARY TRANSIT DISTRICT  
June 9, 2023

**RESOLUTION NO. 23-009  
AUTHORIZING RESOLUTION  
ESTUARY TRANSIT DISTRICT**

**CERTIFICATION:**

I, Timothy C. Griswold, Secretary of the Estuary Transit District (“ETD”) do hereby certify that the following is a true and correct copy of a resolution adopted at its meeting on June 9<sup>th</sup>, 2023, 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.

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

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

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

**IN WITNESS WHEREOF** the undersigned has affixed his signature, the 9<sup>th</sup> day of June in the year 2023.

ESTUARY TRANSIT DISTRICT SECRETARY

\_\_\_\_\_  
Timothy C. Griswold, Secretary