



**ESTUARY TRANSIT DISTRICT
REGULAR BOARD MEETING**
91 North Main Street, Middletown, CT 06457
April 08, 2022 at 9:00 AM

AGENDA

- I. Call to Order — L. Strauss, Chair
- II. Roll Call — T. Griswold, Secretary
- III. Visitors' Comments
- IV. Secretary's Report — T. Griswold
 - [1.](#) Acceptance of Board Meeting Minutes for March 11, 2022
 - 2. Acceptance of Finance Committee Minutes of April 6, 2022
 - [3.](#) Acceptance of Expansion Transition Committee Minutes of March 22, 2022
- V. Communications — T. Griswold
- VI. Treasurer's Report — C. Norz
- VII. Committee Reports
 - 1. Expansion Transition Committee — J. Gay, Co-Chair; L. Francis, Co-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. Nominating Committee — A. McDonald, Jr., Chair
 - 8. Personnel Committee — K. Kilduff, Chair
 - 9. COG Update — J. Comerford
- VIII. Executive Director's Report — J. Comerford
- IX. Finance Director's Report — H. Famiglietti
 - [1.](#) ETD Budget vs. Actual and Cash Flow
 - [2.](#) MAT Budget vs. Actual and Cash Flow
- X. Operations Director's Report — J. Whitcomb
 - [1.](#) 2022 Ridership
- XI. Maintenance Director's Report — P. Hevrin
- XII. New Business

- [1.](#) By-Laws
- [2.](#) Fare Study Authorization
- [3.](#) HR Study Authorization
4. Authorization to Execute MOU with Teamsters Local 671
- [5.](#) Property Transfer Resolution

XIII. Old Business

XIV. Chair Comments

XV. Board Members Comments

XVI. Executive Session

1. Discussion of Contract Negotiations

XVII. Next Meeting — May 13, 2022 at 09:00 AM with Remote Options

Join Zoom Meeting

<https://us02web.zoom.us/j/84493888060?pwd=c21xUERkYnEzN2pXMytHVVhGN0N6QT09>

Meeting ID: 844 9388 8060

Passcode: 267369

One tap mobile

+19294362866,,84493888060#,,,,*267369# US (New York)

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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.

XVIII. Adjournment

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT MEETING

ESTUARY TRANSIT DISTRICT
REGULAR BOARD MEETING
March 11, 2022
via ZOOM

CALL TO ORDER

Chairman Strauss called the meeting to order at 9:10 a.m. A quorum was established and in attendance included: Leslie Strauss, Chairman, Peter Bierrie, Angus MacDonald, Tim Griswold, Charlie Norz, David Lahm, John Hall, Karl Kilduff and Joan Gay.

Also in attendance: Joe Comerford, Maria Creel, Chris Denison, Lisa Gibson, Sheri Coti, E. Mutez, Joe Samolis, Laura Francis, Beverly Lawrence and Sam Gold

VISITOR COMMENTS – None.

SECRETARY’S REPORT

Charlie Norz made a motion to approve the minutes from the 2/11/22 Board Meeting as presented. Peter Bierrie seconded the motion. The motion passed unanimously.

Joan Gay made a motion to approve the minutes from the 2/22/22 Expansion Transition Committee as presented. Charlie Norz seconded the motion. The motion passed unanimously.

COMMUNICATIONS

Written Testimony developed by ETD relative to Bill 5256 (consolidation of transit districts) was included in the Board’s packet. The District opposes this bill and feels that consolidation of districts should not be a foregone conclusion as it may not be the “right fit” for all. Joe reported that the District’s comments were acknowledged and the Bill will be re-written to reflect same.

TREASURER’S REPORT – None.

COMMITTEE REPORTS

Expansion Transition Committee

Joan Gay reported that representatives from the DOT attended their last meeting. Maureen Lawrence, DOT, is working with the rail side regarding Shoreline facility space and land acquisition. Graham Curtis was recently hired by the DOT relative to Capital Projects. He will be invited to future meetings.

Legislative Committee – No report.

EXECUTIVE DIRECTOR’S REPORT

Joe reported that Graham Curtis, DOT, is in charge of facilities. The State is currently negotiating fees for the Middletown Terminal. The goal is to have all vehicles fit into the facility.

The District will be at the “top of the list” for the Electric Study as we will be receiving electric busses. Joe has discussed with Eversource the need for adequate power in order the charge the vehicles. Mr.

Curtis will assist with this project. Subsidies for charging stations will be pursued. Note that all mechanicals are elevated as the facility is in a flood zone.

Shoreline Property – the State is actively discussing private property with an owner. No additional details are available as potential negotiations are on-going.

Bids for the Fare Study and HR Study have been received. The Evaluating Committee will meet on Monday, 3/14 to review these bids.

All questions received relative to the Marketing Study RFP have been responded to; note that the deadline for bids has been extended an additional two weeks.

An RFP will go out next week relative to an Automated Vehicle Locating proposal.

Joe met with Motorola on Radios. No timeframe for delivery is available.

The Study of Micro-transit zones in Middletown (Wesleyan) will begin in a few weeks. As previously reported, Wesleyan is interested in partnering with the District on an Extra Mile program.

Service improvements, especially in Middletown are somewhat difficult to implement due to a lack of staff. Joe is working with Sam Gold, Executive Director, RiverCOG on the possibility of “sharing” a Transportation Planner with the COG.

There has been a recommendation to use designated bus stops. This is a huge undertaking and Transportation Planner would be instrumental in implementing this project.

Sam Gold outlined the COG’s need for a Transit Planner. The COG currently has no funding in place for this position but has requested that the DOT amend their budget to include funding for a Transportation Planner. All comments from today’s meeting will be taken to the Executive Board of RiverCOG for further review/discussion. If the Executive Board is in favor of the position, the position will be advertised and an agreement between the District and RiverCOG can be negotiated.

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

EXECUTIVE SESSION

Charlie Norz made a motion to go into Executive Session at 9:40 a.m. for a discussion on the First Transit Proposal. Only Board members were invited into the Executive Session. Joan Gay seconded the motion. The motion passed unanimously.

Regular session resumed at: 10:11 a.m. No action taken.

NEW BUSINESS

Vehicle Transfer Resolution – a copy of the Resolution and description of the vehicles was included in the Board’s packet.

Tim Griswold made the following motion:

WHEREAS, on July 23, 2021, ETD entered into an MOA with Middletown Transit District (MTD) pursuant to which MTD and ETD committed to prepare for and effect the equivalent of a merger of MTD and ETD by the MTD member towns withdrawing from MTD, the joining of MTD's member towns into ETD, and the transfer of MTD's assets and transit operations into the existing ETD structure;

WHEREAS, on October 24, 2021, the Common Council of the City of Middletown approved and authorized the City of Middletown to become a member of ETD and further approved and authorized the transfer of MTD assets and transit operation into the existing ETD structure and the eventual withdrawal of Middletown from MTD;

WHEREAS, on December 13, 2021, the Town of Durham approved and authorized the Town of Durham to become a member of ETD, subject to the ETD accepting the Town of Durham as a member and the CDOT providing assurances satisfactory to the MTD and the Town of Durham concerning CDOT's commitment to providing certain support, services, and funding and thereupon withdraw as a member of the MTD;

WHEREAS, on January 24, 2022, the Town of Middlefield approved and authorized the Town of Middlefield to become a member of ETD;

WHEREAS, on December 17, 2021, the ETD Board of Directors accepted each of the City of Middletown, Town of Durham and Town of Middlefield, respectively, as members of the ETD upon receipt of notice that the legislative bodies of such municipalities voted affirmatively to join the ETD in accordance with Conn. Gen. Stat. 7-273b;

WHEREAS, the Federal Transit Administration allows for transfer of rolling stock from grantee to grantee prior to the end of useful life upon Federal Administration approval (FTA Circular 5010:1E); and;

WHEREAS, the MTD no longer requires the excess vehicles for public transportation; and

WHEREAS, the MTD, in accordance with FTA Circular 5010.1E desires to transfer 18 revenue vehicles for public transportation, along with the remaining federal interest to ETD; and

WHEREAS, the ETD agrees to maintain the vehicles in accordance and compliance with FTA requirements and will include the vehicles in ETD's inventory records; and

WHEREAS, the Executive Director, Joseph Comerford, is authorized to execute agreements or any other document required by the transfer; and

WHEREAS, the Executive Director, Joseph Comerford, is authorized to provide additional information as the Federal Transit Administration may require in connection with the transfer;

THEREFORE, BE IT RESOLVED, that the Executive Director, Joseph Comerford, hereby is authorized on behalf of the ETD to accept the transfer of vehicles from MTD to ETD pursuant to the Federal Transit Act (FTA Circular 1010.1E).

Peter Bierrie seconded the motion. The motion passed unanimously.

OLD BUSINESS

Leslie reported that the First Transit Proposal for a Unified District is a work in progress.

CHAIR COMMENTS – None.

BOARD MEMBER COMMENTS – None.

Next meeting 4/8/22 – 9 a.m.

ADJOURNMENT

Laura Francis made a motion to adjourn the meeting at 10:20 a.m. Joan Gay seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Suzanne Helchowski
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
MTD GARAGE, 91 N. Main Street, Middletown, CT with Remote Options
TUESDAY, MARCH 22, 2022, AT 1:00 PM.

CALL TO ORDER

The meeting was called to order by Joan Gay, Co-Chair, at 1:03 p.m.

ROLL CALL

A quorum was established with the following committee members present: Laura Francis, Joan Gay, Karl Kilduff, and Angus McDonald

Also in attendance: Joe Comerford, Christina Denison, Halyna Famiglietti, Dave Lee, Ennab Mutez, and Leslie Strauss.

Guests: Michael Guerrero, CT DOT, Transportation Supervisor and Planner; Joanna Juskowiak, Transportation Planner 2, CT DOT, Bureau of Public Transportation, Office of Transit and Riderssharing; and Charles Norz, ETD Board Member, Old Saybrook

Absent: Beverly Lawrence and Robert Yamartino

CT DOT PROGRESS UPDATE REPORT

None.

IMPLEMENTATION PLAN

A copy of the plan was included in the meeting packet.

Governance

The City of Middletown appointed Joe Samolis and Beverly Lawrence to the Estuary Board at its March 7th Common Council meeting. Middlefield has yet to officially appoint a member to the MAT board and to the ETD board.

Comerford reported that a vendor has been selected for the fare study; the vendor is currently revising and finalizing the scope. He and Gay stressed the importance of having a DOT staff member review the scope. Guerrero and Maureen Lawrence will meet to discuss the assignment of a DOT staff person to the fare study committee. Once finalized, the scope will be presented to the full ETD Board.

More than one proposal was received for the HR Study; the selection committee is conducting interviews later in the week.

Comerford noted that due to the large number of questions received relating to the Marketing Study the proposal deadline was extended to March 24.

He indicated that several additional RFPs, including those for AVL software, the audit, maintenance, and cleaning services will be issued soon.

FY22-23 budget for merged district—Joe indicated that a budget cannot be determined until it is decided how the operating grants will be transferred over. Comerford and Famiglietti will be meeting with CTDOT next week to discuss the issue.

Facilities

No update on the shoreline facility space program or land acquisition.

However, Comerford indicated that through his discussions with DOT, work has been ongoing on the shoreline site, the Middletown terminal, and the electrification project.

Graham Curtis and Maureen Lawrence have been working with the rail side and DOT is in active discussions with property owners.

Graham Curtis and Maureen Lawrence will report on these items at the April meeting.

Operations and Staffing

Covid Relief Funds – no update

FY21 5307 Split Agreement—Comerford reported that the split agreements have been delayed due the lack of a federal budget.

Capital Projects - Comerford met with FTA about moving the grants. He reported that resolutions were approved at the February Board meeting transferring the vehicles over; an inventory is being compiled so all equipment can be transferred at the same time.

Comerford is working with counsel to revise the Opinion of Counsel letter prior to remaining grants being transferred.

He indicated that the goal is to transfer as few grants as possible to make management easier.

Comerford stressed that the TCDs need to be changed from MTD to ETD.

Guerrera reported that DOT is working on the supplemental agreement. Once issued, MTD's debt will be forgiven.

AVL RFP – Comerford is reviewing the document.

Radio System – No delivery date. Meeting scheduled with radio company to discuss final setup. Should be implemented by the end of the fiscal year.

Shared Call center and Dispatch – dependent upon one radio system.

Special Studies – The district will look at the cost benefit of collecting a fare. No other studies have been identified.

Planning and Run-cutting Software – Training and implementation are still ongoing, but the program should be available to use next month. Title VI analysis and public hearings are still needed; the proposed shared transit planner with RIVERCOG will assist with these tasks.

EXECUTIVE DIRECTOR’S REPORT

Negotiations have been completed for looking at the Middletown terminal; an agreement will be forthcoming.

Electrification – The DOT attorney needs to sign- off on the electrification study; the Middletown facility is a top priority. Electric buses will be ordered this fall and will arrive in 2024.

OLD BUSINESS

None.

NEW BUSINESS

None.

DISCUSSION OF NEXT STEPS

- 1. The Implementation Plan will continue to be revised and updated as needed.
- 2. CTDOT or CT Transit will appoint a member to the selection committee for the Fare Study.

NEXT MEETING

The next meeting is scheduled for Tuesday, April 26, 2022, at the MTD Garage, 91 N. Main Street, Middletown at 1:00 p.m. with remote options.

ADJOURNMENT

The meeting was adjourned at 1:40 p.m.

Respectfully submitted,

Christina Denison
Clerk

STATEMENT OF CASH FLOWS
April 5, 2022 through June 30, 2022

ESB Regular Checking	\$235,756
ESB Payroll Checking	\$63,832
ESB Capital Checking	\$133,956
ESB Savings	\$253,378
Total	\$686,921

	April 5 2022	May 2022	June 2022
Account Payable			
Payroll	\$ 110,000	\$ 110,000	\$ 110,000
Benefits	\$ 35,000	\$ 40,000	\$ 40,000
CIRMA	\$ -	\$ 8,000	\$ -
Fuel	\$ 25,000	\$ 25,000	\$ 25,000
Management Services	\$ 8,450	\$ 8,450	\$ 8,450
Services	\$ 10,000	\$ 20,000	\$ 20,000
Insurance	\$ 3,000	\$ 3,000	\$ 3,000
Maintenance	\$ 10,000	\$ 15,000	\$ 15,000
ETD Monthly Expenses	\$ 5,000	\$ 7,500	\$ 7,500
Total Expenses	\$ 206,450	\$ 236,950	\$ 228,950

Account Receivable			
DOT 2021-2022	\$ 47,500	\$ 248,950	\$ 47,500
Municipal Grant Program		\$ -	\$ 63,541.00
FTA CAPITAL (State) 2020-2021	\$ -	\$ 38,941	\$ -
Madison/Middletown	\$ 12,500	\$ 12,500	\$ 12,500
CARES ACT URBAN	\$ 27,000	\$ 15,500	\$ 15,500
X-MILE	\$ 22,500	\$ 22,500	\$ 22,500
AAA	\$ 1,062	\$ 623	\$ 623
Town of Haddam	\$ 2,795	\$ 2,350	\$ 2,350
Other	\$ 6,050		
PHP	\$ 1,450	\$ 1,700	\$ 1,700
Stop&Shop (Passes)	\$ 2,066	\$ 1,338	\$ 14,531
Fares Revenue	\$ -	\$ -	\$ -
Total Revenue	\$ 122,923	\$ 344,402	\$ 180,745

Cash at beginning of period	\$ 686,921	\$ 603,395	\$ 710,847
Cash at the end of period	\$ 603,395	\$ 710,847	\$ 662,641

Line of credit available \$ 300,000

RS22	\$ 302,170.75	
TOC 22	\$ 22,891.24	
MS,ME,RE 22	\$ 74,532.67	
NF ADM 22	\$ 9,859.92	
	\$ 409,454.58	
RT.81 Fed	\$ 18,900.84	July, Aug.21
RT.81 Fed	\$ 51,995.00	
X-mile	\$ 28,676.02	Dec.21
Care Act	\$ 36,569.54	Dec.21
	\$ 136,141.40	

MAT

	ESTUARY TRANSIT DISTRICT				
	For the Period July 1, 2021 to December 31, 2021				
	YTD ACTUAL	YTD BUDGET AMOUNT	YTD VARIANCE	TOTAL FY22 BUDGET	REMAINING BUDGET
REVENUE					
405 · FAREBOX REVENUE	\$ 69,410	\$ 61,238	\$ 8,173	\$ 93,825	\$ 24,415
405 · DURHAM & HADDAM REVENUE	\$ 17,845	\$ 26,767	\$ (8,922)	\$ 40,150	\$ 22,305
405 · MIDDLESEX HOSPITAL PHP	\$ 17,845	\$ -	\$ 17,845	\$ -	\$ (17,845)
405 · OTHER REVENUE	\$ 8,987	\$ 72,433	\$ (63,446)	\$ 108,650	\$ 99,663
408 · ADVERTISING	\$ 5,000	\$ 35,967	\$ (30,967)	\$ 53,950	\$ 48,950
CARES ACT	\$ 388,350	\$ 125,057	\$ 263,293	\$ 187,585	\$ (200,765)
TOTAL REVENUE	\$ 507,437	\$ 321,461	\$ 185,976	\$ 484,160	\$ (23,277)
EXPENSES					
501 · LABOR	\$ 723,680	\$ 875,983	\$ 152,303	\$ 1,313,975	\$ 590,295
502 · FRINGE BENEFITS	\$ 274,274	\$ 397,967	\$ 123,692	\$ 596,950	\$ 322,676
503 · SERVICES	\$ 154,173	\$ 88,133	\$ (66,040)	\$ 132,200	\$ (21,973)
503.01 · MANAGEMENT	\$ 66,263	\$ 160,000	\$ 93,738	\$ 240,000	\$ 173,738
503.10 · MAINTENANCE	\$ 118,840	\$ 143,450	\$ 24,610	\$ 215,175	\$ 96,335
504 · MATERIALS & SUPPLIES	\$ 21,758	\$ 12,950	\$ (8,808)	\$ 19,425	\$ (2,333)
505 · UTILITIES&RENT	\$ 62,788	\$ 52,367	\$ (10,421)	\$ 78,550	\$ 15,762
506 · CASUALTY & LIABILITY COST	\$ 24,529	\$ 30,667	\$ 6,138	\$ 46,000	\$ 21,471
507 · FUEL	\$ 183,083	\$ 178,333	\$ (4,750)	\$ 267,500	\$ 84,417
509 · MISCELLANEOUS EXPENSE	\$ 22,583	\$ 23,100	\$ 517	\$ 34,650	\$ 12,067
Contingency	\$ 19,162	\$ 24,873	\$ 5,711	\$ 37,310	\$ 27,555
TOTAL EXPENSES	\$ 1,671,134	\$ 1,987,823	\$ 316,689	\$ 2,981,735	\$ 1,320,007

	Surplus/ (Deficit)			
	DOT	LOCAL	Local Reserved for DAR	
Regional Shuttle	\$ -			
RT.81	\$ -			
Mid-Shore Shuttle	\$ 1,178			
Riverside Shuttle Ext.	\$ (3,206)			
TOC		\$ -		
MGP		\$ -		
DAR		\$ -		
ADA		\$ -		
Trolley		\$ -		
TOTAL	\$ (2,028)	\$ -	\$ -	\$ (2,028)
XMILE		\$ -		

	REGIONAL SHUTTLE				
	For the Period July 1, 2021 to February 28, 2022				
	YTD Actuals	YTD Budget	YTD VARIANCE	TOTAL FY 22 BUDGET	REMAINING BUDGET
REVENUE					
405 · FAREBOX REVENUE	\$ 55,505	\$ 40,000	\$ 15,505	\$ 60,000	\$ 4,495
405 · DURHAM & HADDAM REVENUE	\$ -	\$ -	\$ -		\$ -
405 · MIDDLESEX HOSPITAL PHP	\$ -	\$ -	\$ -		\$ -
405 · OTHER REVENUE	\$ 8,987	\$ 72,433	\$ (63,446)	\$ 108,650	\$ 99,663
408 · ADVERTISING	\$ -	\$ 20,000	\$ (20,000)	\$ 30,000	\$ 30,000
CARES ACT	\$ 110,668	\$ 80,833	\$ 29,835	\$ 121,250	\$ 10,582
TOTAL REVENUE	\$ 175,160	\$ 213,267	\$ (38,107)	\$ 319,900	\$ 144,740
EXPENSES		\$ -			
501 · LABOR	\$ 357,088	\$ 528,000	\$ 170,912	\$ 792,000	\$ 434,912
502 · FRINGE BENEFITS	\$ 145,186	\$ 253,000	\$ 107,814	\$ 379,500	\$ 234,314
503 · SERVICES	\$ 133,110	\$ 75,467	\$ (57,644)	\$ 113,200	\$ (19,910)
503.01 · MANAGEMENT	\$ 59,636	\$ 144,000	\$ 84,364	\$ 216,000	\$ 156,364
503.10 · MAINTENANCE	\$ 46,495	\$ 53,333	\$ 6,838	\$ 80,000	\$ 33,505
504 · MATERIALS & SUPPLIES	\$ 13,856	\$ 3,000	\$ (10,856)	\$ 4,500	\$ (9,356)
505 · RENT & UTILITIES	\$ 48,623	\$ 45,867	\$ (2,756)	\$ 68,800	\$ 20,177
506 · CASUALTY & LIABILITY COST	\$ 14,451	\$ 21,333	\$ 6,883	\$ 32,000	\$ 17,550
507 · FUEL	\$ 70,526	\$ 67,333	\$ (3,193)	\$ 101,000	\$ 30,474
509 · MISCELLANEOUS EXPENSE	\$ 18,145	\$ 5,333	\$ (12,812)	\$ 8,000	\$ (10,145)
Contingency	\$ -	\$ -	\$ -		\$ -
TOTAL EXPENSES	\$ 907,116	\$ 1,196,667	\$ 289,551	\$ 1,795,000	\$ 887,884
DEFICIT	\$ 731,956				
DOT	\$ 731,956			\$ 1,208,683	
Surplus/(Deficit)	\$ -				

RT. 81 - Madison-Middletown					
For the Period July 1, 2021 to February 28, 2022					
	YTD Actuals	YTD Budget	YTD VARIANCE	TOTAL FY 22 BUDGET	REMAINING BUDGET
REVENUE					
405 · FAREBOX REVENUE	\$ 1,921	\$ 1,033	\$ 888	\$ 1,550	\$ (371)
405 · DURHAM & HADDAM REVENUE	\$ -	\$ -	\$ -		\$ -
405 · MIDDLESEX HOSPITAL PHP	\$ -	\$ -	\$ -		\$ -
405 · OTHER REVENUE	\$ -	\$ -	\$ -		\$ -
408 · ADVERTISING	\$ -	\$ -	\$ -		\$ -
CARES ACT	\$ 79,730	\$ 4,700	\$ 75,030	\$ 7,050	\$ (72,680)
TOTAL REVENUE	\$ 81,651	\$ 5,733	\$ 75,917	\$ 8,600	\$ (73,051)
EXPENSES					
		\$ -			
501 · LABOR	\$ 47,916	\$ 44,667	\$ (3,249)	\$ 67,000	\$ 19,084
502 · FRINGE BENEFITS	\$ 15,950	\$ 17,000	\$ 1,050	\$ 25,500	\$ 9,550
503 · SERVICES		\$ -			
503.01 · MANAGEMENT		\$ -			
503.10 · MAINTENANCE	\$ 13,573	\$ 17,333	\$ 3,760	\$ 26,000	\$ 12,427
504 · MATERIALS & SUPPLIES		\$ -			
505 · RENT & UTILITIES	\$ 1,662	\$ 1,033	\$ (629)	\$ 1,550	\$ (112)
506 · CASUALTY & LIABILITY COST		\$ -			
507 · FUEL	\$ 19,534	\$ 22,200	\$ 2,666	\$ 33,300	\$ 13,766
509 · MISCELLANEOUS EXPENSE		\$ 3,500	\$ 3,500	\$ 5,250.00	\$ 5,250
Contingency	\$ 8,297				
TOTAL EXPENSES	\$ 106,932	\$ 105,733	\$ 7,098	\$ 158,600	\$ 59,965
DEFICIT	\$ 25,282				
DOT	\$ 25,282				
Surplus/(Deficit)	\$ -				

MID-SHORE SHUTTLE					
For the Period July 1, 2021 to February 28, 2022					
	YTD Actuals	YTD Budget	YTD VARIANCE	TOTAL FY 22 BUDGET	REMAINING BUDGET
REVENUE					
405 · FAREBOX REVENUE	\$ 1,820	\$ 2,367	\$ (547)	\$ 3,550	\$ 1,730
405 · DURHAM & HADDAM REVENUE	\$ -	\$ -	\$ -		\$ -
405 · MIDDLESEX HOSPITAL PHP	\$ -	\$ -	\$ -		\$ -
405 · OTHER REVENUE	\$ -	\$ -	\$ -		\$ -
408 · ADVERTISING	\$ -	\$ -	\$ -		\$ -
CARES ACT	\$ -	\$ 5,083	\$ (5,083)	\$ 7,625	\$ 7,625
TOTAL REVENUE	\$ 1,820	\$ 7,450	\$ (5,630)	\$ 11,175	\$ 9,355
EXPENSES					
501 · LABOR	\$ 60,734	\$ 62,667	\$ 1,933	\$ 94,000	\$ 33,266
502 · FRINGE BENEFITS	\$ 32,336	\$ 23,333	\$ (9,003)	\$ 35,000	\$ 2,664
503 · SERVICES		\$ -	\$ -		
503.01 · MANAGEMENT		\$ -	\$ -		
503.10 · MAINTENANCE	\$ 16,050	\$ 18,633	\$ 2,583	\$ 27,950	\$ 11,900
504 · MATERIALS & SUPPLIES		\$ -	\$ -		
505 · RENT & UTILITIES	\$ 1,922	\$ 1,100	\$ (822)	\$ 1,650	\$ (272)
506 · CASUALTY & LIABILITY COST		\$ -	\$ -		
507 · FUEL	\$ 22,491	\$ 23,800	\$ 1,309	\$ 35,700	\$ 13,209
509 · MISCELLANEOUS EXPENSE	\$ 1,116	\$ 2,183	\$ 1,068	\$ 3,275	\$ 2,159
Contingency	\$ 6,809	\$ 13,067	\$ 6,257	\$ 19,600	\$ 12,791
TOTAL EXPENSES	\$ 141,457	\$ 144,783	\$ 3,326	\$ 217,175	\$ 75,718

DEFICIT	\$ 139,638
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DOT	\$ 140,816
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Surplus/(Deficit)	\$ 1,178.48
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	Riverside EXT				
	For the Period July 1, 2021 to February 28, 2022				
	YTD Actuals	YTD Budget	YTD VARIANCE	TOTAL FY 22 BUDGET	REMAINING BUDGET
REVENUE					
405 · FAREBOX REVENUE	\$ 809	\$ 1,567	\$ (758)	\$ 2,350	\$ 1,541
405 · DURHAM & HADDAM REVENUE		\$ -	\$ -		\$ -
405 · MIDDLESEX HOSPITAL PHP		\$ -	\$ -		\$ -
405 · OTHER REVENUE		\$ -	\$ -		\$ -
408 · ADVERTISING		\$ -	\$ -		\$ -
CARES ACT		\$ 2,233	\$ (2,233)	\$ 3,350	\$ 3,350
TOTAL REVENUE	\$ 809	\$ 3,800	\$ (2,991)	\$ 5,700	\$ 4,891
EXPENSES					
501 · LABOR	\$ 36,998	\$ 30,017	\$ (6,981)	\$ 45,025	\$ 8,027
502 · FRINGE BENEFITS	\$ 14,090	\$ 8,867	\$ (5,224)	\$ 13,300	\$ (790)
503 · SERVICES		\$ -			
503.01 · MANAGEMENT		\$ -			
503.10 · MAINTENANCE	\$ 5,350	\$ 6,217	\$ 867	\$ 9,325	\$ 3,975
504 · MATERIALS & SUPPLIES		\$ -			
505 · RENT & UTILITIES	\$ 659	\$ 367	\$ (292)	\$ 550	\$ (109)
506 · CASUALTY & LIABILITY COST		\$ -	\$ -		
507 · FUEL	\$ 7,411	\$ 7,933	\$ 523	\$ 11,900	\$ 4,489
509 · MISCELLANEOUS EXPENSE	\$ 357	\$ 267	\$ (90)	\$ 400	\$ 43
Contingency	\$ 2,304	\$ 7,467	\$ 5,162	\$ 11,200	\$ 8,896
TOTAL EXPENSES	\$ 67,169	\$ 61,133	\$ (6,035)	\$ 91,700	\$ 24,531

DEFICIT	\$ 66,360
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DOT	\$ 63,153
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Surplus/(Deficit)	\$ (3,206)
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	TRANSIT ON CALL				
	For the Period July 1, 2021 to February 28, 2022				
	YTD Actuals	YTD Budget	YTD VARIANCE	TOTAL FY 22 BUDGET	REMAINING BUDGET
REVENUE					
405 · FAREBOX REVENUE	\$ 1,102	\$ 1,667	\$ (564)	\$ 2,500	\$ 1,398
405 · DURHAM & HADDAM REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -
405 · MIDDLESEX HOSPITAL PHP	\$ -	\$ -	\$ -	\$ -	\$ -
405 · OTHER REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -
408 · ADVERTISING	\$ -	\$ 9,633	\$ (9,633)	\$ 14,450	\$ 14,450
RURAL CARES	\$ 19,016	\$ 1,500	\$ 17,516	\$ 2,250	\$ (16,766)
TOTAL REVENUE	\$ 20,118	\$ 12,800	\$ 7,318	\$ 19,200	\$ (918)
EXPENSES					
501 · LABOR	\$ 31,860	\$ 23,967	\$ (7,893)	\$ 35,950	\$ 4,090
502 · FRINGE BENEFITS	\$ 8,902	\$ 7,100	\$ (1,802)	\$ 10,650	\$ 1,748
503 · SERVICES	\$ 8,725	\$ 2,433	\$ (6,292)	\$ 3,650	\$ (5,075)
503.01 · MANAGEMENT	\$ 6,626	\$ 16,000	\$ 9,374	\$ 24,000	\$ 17,374
503.10 · MAINTENANCE	\$ 4,355	\$ 5,000	\$ 645	\$ 7,500	\$ 3,145
504 · MATERIALS & SUPPLIES	\$ 1,348	\$ 333	\$ (1,014)	\$ 500	\$ (848)
505 · RENT & UTILITIES	\$ 1,270	\$ 2,667	\$ 1,396	\$ 4,000	\$ 2,730
506 · CASUALTY & LIABILITY COST	\$ 1,606	\$ 667	\$ (939)	\$ 1,000	\$ (606)
507 · FUEL	\$ 5,998	\$ 6,333	\$ 336	\$ 9,500	\$ 3,502
509 · MISCELLANEOUS EXPENSE	\$ 2,054	\$ 533	\$ (1,521)	\$ 800	\$ (1,254)
Contingency					
TOTAL EXPENSES	\$ 72,744	\$ 65,033	\$ (7,711)	\$ 97,550	\$ 24,806

DEFICIT	\$ 52,626
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DOT	\$ 43,679	\$ 65,519
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LOCAL	\$ 8,947
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Surplus/(Deficit)	\$ -
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MUNICIPAL GRANT PROGRAMM					
For the Period July 1, 2021 to February 28, 2022					
	YTD Actuals	YTD Budget	YTD VARIANCE	TOTAL FY 22 BUDGET	REMAINING BUDGET
REVENUE					
405 · FAREBOX REVENUE	\$ 886	\$ 6,333	\$ (5,448)	\$ 9,500	\$ 8,615
405 · DURHAM & HADDAM REVENUE		\$ -	\$ -	\$ -	\$ -
405 · MIDDLESEX HOSPITAL PHP		\$ -	\$ -	\$ -	\$ -
405 · OTHER REVENUE		\$ -	\$ -	\$ -	\$ -
408 · ADVERTISING		\$ -	\$ -	\$ -	\$ -
CARES ACT		\$ -	\$ -	\$ -	\$ -
TOTAL REVENUE	\$ 886	\$ 6,333	\$ (5,448)	\$ 9,500	\$ 8,615
EXPENSES					
501 · LABOR	\$ 67,895	\$ 56,667	\$ (11,228)	\$ 85,000	\$ 17,105
502 · FRINGE BENEFITS	\$ 26,669	\$ 29,667	\$ 2,998	\$ 44,500	\$ 17,831
503 · SERVICES	\$ 4,887	\$ 3,333	\$ (1,553)	\$ 5,000	\$ 113
503.01 · MANAGEMENT		\$ -			
503.10 · MAINTENANCE	\$ 12,840	\$ 16,133	\$ 3,293	\$ 24,200	\$ 11,360
504 · MATERIALS & SUPPLIES	\$ 5,973	\$ 3,583	\$ (2,390)	\$ 5,375	\$ (598)
505 · RENT & UTILITIES	\$ 3,081	\$ 967	\$ (2,115)	\$ 1,450	\$ (1,631)
506 · CASUALTY & LIABILITY COST	\$ 8,473	\$ 8,667	\$ 194	\$ 13,000	\$ 4,527
507 · FUEL	\$ 17,993	\$ 20,667	\$ 2,674	\$ 31,000	\$ 13,007
509 · MISCELLANEOUS EXPENSE	\$ 912	\$ 650	\$ (262)	\$ 975	\$ 63
Contingency					
TOTAL EXPENSES	\$ 148,722	\$ 140,333	\$ (8,389)	\$ 210,500	\$ 61,778
DEFICIT	\$ 147,837				
DOT	\$ 147,837				
Surplus/(Deficit)	\$ -				

	DAR				
	For the Period July 1, 2021 to February 28, 2022				
	YTD Actuals	YTD Budget	YTD VARIANCE	TOTAL FY 22 BUDGET	REMAINING BUDGET
REVENUE					
405 · FAREBOX REVENUE	\$ 7,368	\$ 4,333	\$ 3,034	\$ 6,500	\$ (868)
405 HADDAM REVENUE	\$ 17,845	\$ 26,767	\$ (8,922)	\$ 40,150	\$ 22,305
405 · MIDDLESEX HOSPITAL PHP	\$ 17,845	\$ -	\$ 17,845		\$ (17,845)
405 · OTHER REVENUE		\$ -	\$ -		\$ -
408 · ADVERTISING	\$ 5,000	\$ 6,333	\$ (1,333)	\$ 9,500	\$ 4,500
CARES ACT	\$ 969	\$ 30,707	\$ (29,738)	\$ 46,060	\$ 45,091
TOTAL REVENUE	\$ 49,026	\$ 68,140	\$ (19,114)	\$ 102,210	\$ 53,184
EXPENSES					
501 · LABOR	\$ 21,540	\$ 29,333	\$ 7,793	\$ 44,000	\$ 22,460
502 · FRINGE BENEFITS	\$ 6,741	\$ 9,667	\$ 2,925	\$ 14,500	\$ 7,759
503 · SERVICES	\$ 3,956	\$ 6,900	\$ 2,944	\$ 10,350	\$ 6,394
503.01 · MANAGEMENT		\$ -			
503.10 · MAINTENANCE	\$ 4,900	\$ 7,467	\$ 2,567	\$ 11,200	\$ 6,300
504 · MATERIALS & SUPPLIES	\$ 250	\$ 367		\$ 550	\$ 300
505 · RENT & UTILITIES	\$ 761	\$ 367	\$ (395)	\$ 550	\$ (211)
506 · CASUALTY & LIABILITY COST		\$ -			
507 · FUEL	\$ 10,236	\$ 9,400	\$ (836)	\$ 14,100	\$ 3,864
509 · MISCELLANEOUS EXPENSE		\$ 300	\$ 300	\$ 450	\$ 450
Contingency	\$ 642	\$ 4,340		\$ 6,510.00	\$ 5,868
TOTAL EXPENSES	\$ 49,026	\$ 68,140	\$ 15,299	\$ 102,210	\$ 53,184
DEFICIT	\$ -				
LOCAL	\$ -				
Surplus/(Deficit)	\$ -				

	XMILE				
	For the Period July 1, 2021 to February 28, 2022				
	YTD Actuals	YTD Budget	YTD VARIANCE	TOTAL FY 22 BUDGET	REMAINING BUDGET
REVENUE					
405 · FAREBOX REVENUE		\$ 3,938	\$ (3,938)	\$ 7,875	\$ 7,875
405 · DURHAM & HADDAM REVENUE		\$ -			
405 · MIDDLESEX HOSPITAL PHP		\$ -			
405 · OTHER REVENUE		\$ -			
408 · ADVERTISING		\$ -			
CARES ACT	\$ 177,967	\$ -			
TOTAL REVENUE	\$ 177,967	\$ 3,938	\$ (3,938)	\$ 7,875	\$ 7,875
EXPENSES					
501 · LABOR	\$ 99,651	\$ 100,667	\$ 1,016	\$ 151,000	\$ 51,349
502 · FRINGE BENEFITS	\$ 24,399	\$ 49,333	\$ 24,934	\$ 74,000	\$ 49,601
503 · SERVICES	\$ 3,494	\$ -	\$ (3,494)		\$ (3,494)
503.01 · MANAGEMENT		\$ -	\$ -		\$ -
503.10 · MAINTENANCE	\$ 15,278	\$ 19,333	\$ 4,056	\$ 29,000	\$ 13,722
504 · MATERIALS & SUPPLIES	\$ 331	\$ 5,667	\$ 5,336	\$ 8,500	\$ 8,169
505 · RENT & UTILITIES	\$ 4,809	\$ -	\$ (4,809)		\$ (4,809)
506 · CASUALTY & LIABILITY COST		\$ -	\$ -		\$ -
507 · FUEL	\$ 28,896	\$ 20,667	\$ (8,229)	\$ 31,000	\$ 2,104
509 · MISCELLANEOUS EXPENSE		\$ 10,333	\$ 10,333	\$ 15,500	\$ 15,500
Contingency	\$ 1,109				
TOTAL EXPENSES	\$ 177,967	\$ 206,000	\$ 29,142	\$ 309,000	\$ 132,142

DEFICIT	\$ -
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CARE ACT	\$ -
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Surplus/(Deficit)	\$ -
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ETD March 2020-March 31, 2022

	URBAN CARE ACT (FTA)	
OPR AWARDED	\$	2,600,000
DRAW	\$	982,365
Obligated	\$	62,000
Remaining BALANCE	\$	1,555,635

	RURALCARE ACT (CT DOT)	
OPR AWARDED	\$	43,520
DRAW	\$	11,927
Obligated	\$	7,089
Remaining BALANCE	\$	24,504

	ADA				
	For the Period July 1, 2021 to December 31, 2021				
	YTD Actuals	YTD Budget	VARIANCE Under/(Over)	TOTAL FY 22 BUDGET	REMAINING BUDGET
REVENUE					
405 · FAREBOX REVENUE	\$ 1,108	\$ 1,750	\$ 643	\$ 3,500	\$ 2,393
405 · DURHAM & HADDAM REVENUE		\$ -	\$ -		\$ -
405 · MIDDLESEX HOSPITAL PHP		\$ -	\$ -	\$ -	\$ -
405 · OTHER REVENUE		\$ -	\$ -		\$ -
408 · ADVERTISING		\$ -	\$ -		\$ -
CARES ACT		\$ -	\$ -	\$ -	\$ -
TOTAL REVENUE	\$ 1,108	\$ 1,750	\$ 643	\$ 3,500	\$ 2,393
EXPENSES	\$ -				
501 · LABOR	\$ 16,343	\$ 40,000	\$ 23,657	\$ 80,000	\$ 63,657
502 · FRINGE BENEFITS	\$ 4,793	\$ 20,000	\$ 15,207	\$ 40,000	\$ 35,207
503 · SERVICES		\$ -	\$ -		\$ -
503.01 · MANAGEMENT		\$ -	\$ -		\$ -
503.10 · MAINTENANCE	\$ 2,143	\$ 12,000	\$ 9,857	\$ 24,000	\$ 21,857
504 · MATERIALS & SUPPLIES		\$ -	\$ -		\$ -
505 · RENT & UTILITIES	\$ 720	\$ 1,500	\$ 780	\$ 3,000	\$ 2,280
506 · CASUALTY & LIABILITY COST		\$ -	\$ -		\$ -
507 · FUEL	\$ 5,463	\$ 15,500	\$ 10,037	\$ 31,000	\$ 25,537
509 · MISCELLANEOUS EXPENSE	\$ 1,646	\$ 1,750	\$ 104	\$ 3,500	\$ 1,854
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENSES	\$ 31,108	\$ 90,750	\$ 59,643	\$ 181,500	\$ 150,393

DOT	\$ 30,000	\$ 43,520
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Surplus/(Deficit)	\$ -
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MAT CASH FLOW
As of April 5, 2022

Checking Account #0046	\$ 617,553
Money Market Account #4352	\$ 274,282
Checking Account #0247	\$ 2,883
BALANCE TOTAL	\$ 894,717

	05-Apr-22	30-May-22	30-Jun-22
Account Payable			
Payroll	\$ 95,000	\$ 95,000	\$ 95,000
Benefits	\$ 21,500	\$ 21,500	\$ 21,500
CIRMA	\$ -	\$ 10,790	
Fuel	\$ 22,500	\$ 22,500	\$ 22,500
Management Services	\$ 11,250	\$ 11,250	\$ 11,250
Other Services	\$ 21,000	\$ 21,000	\$ 21,000
Vehicle Maintenance and Repairs	\$ 15,500	\$ 15,500	\$ 15,500
Utilities	\$ 10,000	\$ 10,000	\$ 10,000
Insurance	\$ 8,000	\$ 8,000	\$ 8,000
Other Monthly Expenses	\$ 20,000	\$ 20,000	\$ 20,000
Line of Credit	\$ -	\$ -	\$ -
TOTAL EXPENSES	\$ 224,750	\$ 235,540	\$ 224,750

Account Receivable			
CT DOT FY21 All GRANTS	\$ 20,229	\$ 22,050	\$ -
CT DOT Fixed Route FY22	\$ -	\$ 201,450	\$ -
CT DOT ADA FY22	\$ 37,692	\$ -	\$ -
CT DOT DAR FY22	\$ -	\$ 19,375	\$ -
CT DOT RURAL FY22	\$ 39,398	\$ 9,335	\$ 9,335
RURAL CARES ACT (DOT)	\$ 4,384	\$ 3,000	\$ 3,000
URBAN CARES ACT (FTA)	\$ 43,160	\$ 25,000	\$ 25,000
Middlesex Hospital	\$ 1,788	\$ 1,500	\$ 1,500
Fares Revenue	\$ -	\$ -	\$ -
TOTAL REVENUE	\$ 146,650	\$ 281,710	\$ 38,835

Cash at the beginning of the period	\$ 894,717	\$ 816,617	\$ 862,788
Cash at the end of the period	\$ 816,617	\$ 862,788	\$ 676,873

LINE OF CREDIT

\$ 350,000

MIDDLETOWN TRANSIT DISTRICT				
For the Period July 1, 2021 to February 28, 2022				
	YTD AMOUNT	BUDGET AMOUNT	YTD BUD VARIANCE AMOUNT Under/(Over)	YTD % of BUDGET
REVENUE				
405 · FAREBOX REVENUE	\$ 142,596	\$ 142,500	\$ (96)	100%
405 · OTHER REVENUE	\$ -	\$ 12,000	\$ 12,000	0%
CARES ACT URBAN	\$ 307,679	\$ 373,025	\$ 65,346	82%
CARES ACT RURAL		\$ 36,266	\$ 36,266	0%
TOTAL INCOME	\$ 450,275	\$ 563,791	\$ 113,516	80%
EXPENSES				
501 · LABOR	\$ 732,730	\$ 1,198,500	\$ 465,770	61%
502 · FRINGE BENEFITS	\$ 200,607	\$ 372,750	\$ 172,143	54%
503 · SERVICES	\$ 280,475	\$ 468,000	\$ 187,525	60%
503.01 · MANAGEMENT	\$ 89,969	\$ 136,500	\$ 46,531	66%
503.10 · MAINTENANCE, REPAIRS and SUPLIES	\$ 113,307	\$ 407,000	\$ 293,693	28%
505 · UTILITIES	\$ 79,652	\$ 119,750	\$ 40,098	67%
506 · CASUALTY & LIABILITY COST	\$ 66,892	\$ 52,750	\$ (14,142)	127%
507 · FUEL	\$ 180,157	\$ 190,000	\$ 9,843	95%
509 · MISCELLANEOUS EXPENSE	\$ 52,172	\$ 82,550	\$ 30,378	63%
TOTAL EXPENSES	\$ 1,795,960	\$ 3,027,800	\$ 1,231,840	
DEFICIT	\$ 1,345,686	\$ 2,873,300	\$ 1,219,935	47%
DOT	\$ 1,328,102	\$ 1,992,081	\$ 1,844,637	67%
LOCAL	\$ 15,890	\$ 518,401	3%	

FIXED ROUTE				
For the Period July 1, 2021 to February 28, 2022				
	YTD AMOUNT	BUDGET AMOUNT	YTD BUD VARIANCE AMOUNT Under/(Over)	YTD % of BUDGET
REVENUE				
405 · FAREBOX REVENUE	\$ 121,170	\$ 110,000	\$ (11,170)	110%
405 · OTHER REVENUE	\$ -	\$ -	\$ -	0%
CARES ACT URBAN	\$ 307,679	\$ 373,025	\$ 65,346	82%
CARES ACT RURAL	\$ -	\$ -	\$ -	0%
TOTAL INCOME	\$ 428,849	\$ 483,025	\$ 54,176	89%
EXPENSES				
501 · LABOR	\$ 615,922	\$ 1,009,500	\$ 393,578	61%
502 · FRINGE BENEFITS	\$ 154,387	\$ 292,750	\$ 138,363	53%
503 · SERVICES	\$ 214,066	\$ 342,000	\$ 127,934	63%
503.01 · MANAGEMENT	\$ 68,102	\$ 98,300	\$ 30,198	69%
503.04 · MAINTENANCE, REPAIRS and SUPPLIES	\$ 91,559	\$ 293,000	\$ 201,441	31%
505 · UTILITIES	\$ 68,254	\$ 89,000	\$ 20,746	77%
506 · CASUALTY & LIABILITY COST	\$ 63,288	\$ 35,000	\$ (28,288)	181%
507 · FUEL	\$ 131,184	\$ 130,000	\$ (1,184)	101%
509 · MISCELLANEOUS EXPENSE	\$ 46,894	\$ 60,250	\$ 13,356	78%
TOTAL EXPENSES	\$ 1,453,655	\$ 2,349,800	\$ 896,145	62%
DEFICIT	\$ 1,024,807	\$ 1,866,775	\$ 841,968	55%
DOT	\$ 1,024,807	\$ 1,537,210	\$ 1,537,210	67%
LOCAL	\$ -	\$ 373,025		
Under/(Over)	\$ -			

	ADA			
	For the Period July 1, 2021 to February 28, 2022			
	YTD AMOUNT	BUDGET AMOUNT	YTD BUD VARIANCE AMOUNT Under/(Over)	YTD % of BUDGET
REVENUE				
405 · FAREBOX REVENUE	\$ 12,506	\$ 21,000	\$ 8,494	60%
405 OTHER REVENUE		\$ 12,000	\$ 12,000	0%
CARES ACT URBAN		\$ -	\$ -	0%
CARES ACT RURAL		\$ -	\$ -	0%
TOTAL INCOME	\$ 12,506	\$ 33,000	\$ 20,494	38%
EXPENSES				
501 · LABOR	\$ 51,974	\$ 95,000	\$ 43,026	55%
502 · FRINGE BENEFITS	\$ 14,682	\$ 37,500	\$ 22,818	39%
503 · SERVICES	\$ 33,599	\$ 64,250		52%
503.01 · MANAGEMENT	\$ 13,536	\$ 19,500	\$ 5,964	69%
503.04 · MAINTENANCE, REPAIRS and SUPPLIES	\$ 12,949	\$ 58,550	\$ 45,601	22%
505 · UTILITIES	\$ 5,981	\$ 15,750	\$ 9,769	38%
506 · CASUALTY & LIABILITY COST	\$ 2,677	\$ 9,000	\$ 6,323	30%
507 · FUEL	\$ 24,573	\$ 30,000	\$ 5,427	82%
509 · MISCELLANEOUS EXPENSE	\$ 3,354	\$ 10,950	\$ 7,596	31%
TOTAL EXPENSES	\$ 163,323	\$ 340,500	\$ 177,177	48%
	+			
DEFICIT	\$ 150,817	\$ 307,500	\$ 156,683	49%
DOT	\$ 150,817	\$ 226,154	\$ 75,337	67%
LOCAL		\$ 81,346		
Under/(Over)	\$ -			

	DAR			
	For the Period July 1, 2021 to February 28, 2022			
	YTD AMOUNT	BUDGET AMOUNT	YTD BUD VARIANCE AMOUNT Under/(Over)	YTD % of BUDGET
REVENUE				
405 · FAREBOX REVENUE	\$ 4,270	\$ 6,000	\$ 1,730	71%
405 OTHER REVENUE		\$ -	\$ -	0%
CARES ACT URBAN		\$ -	\$ -	0%
CARES ACT RURAL		\$ -	\$ -	0%
TOTAL INCOME	\$ 4,270	\$ 6,000	\$ 1,730	71%
EXPENSES				
501 · LABOR	\$ 31,031	\$ 41,500	\$ 10,469	75%
502 · FRINGE BENEFITS	\$ 9,377	\$ 20,000	\$ 10,623	47%
503 · SERVICES	\$ 14,202	\$ 30,250	\$ 16,048	47%
503.01 · MANAGEMENT	\$ 2,185	\$ 9,100	\$ 6,915	24%
503.04 · MAINTENANCE, REPAIRS and SUPPLIES	\$ 2,487	\$ 26,700	\$ 24,213	9%
505 · UTILITIES	\$ 2,950	\$ 7,250	\$ 4,300	41%
506 · CASUALTY & LIABILITY COST		\$ 4,250	\$ 4,250	0%
507 · FUEL	\$ 14,235	\$ 15,000	\$ 765	95%
509 · MISCELLANEOUS EXPENSE		\$ 5,450	\$ 5,450	0%
TOTAL EXPENSES	\$ 76,467	\$ 159,500	\$ 83,033	48%
DEFICIT	\$ 72,198	\$ 153,500	\$ 81,302	47%
DOT	\$ 74,888	\$ 112,332	\$ 115,705	67%
LOCAL		\$ 41,165		
Under/(Over)	\$2,690			

	RURAL			
	For the Period July 1, 2021 to February 28, 2022			
	YTD AMOUNT	BUDGET AMOUNT	YTD BUD VARIANCE AMOUNT Under/(Over)	YTD % of BUDGET
REVENUE				
405 · FAREBOX REVENUE	\$ 4,650	\$ 5,500	\$ 850	85%
405 OTHER REVENUE	\$ -	\$ -	\$ -	0%
CARES ACT URBAN	\$ -	\$ -	\$ -	0%
CARES ACT RURAL	\$ 4,384	\$ 36,266	\$ 31,882	12%
TOTAL INCOME	\$ 9,034	\$ 41,766	\$ 32,732	22%
EXPENSES				
501 · LABOR	\$ 33,804	\$ 52,500	\$ 18,696	64%
502 · FRINGE BENEFITS	\$ 22,161	\$ 22,500	\$ 339	98%
503 · SERVICES	\$ 18,607	\$ 31,500	\$ 12,893	59%
503.01 · MANAGEMENT	\$ 6,146	\$ 9,600	\$ 3,454	64%
503.04 · MAINTENANCE, REPAIRS and SUPPLIES	\$ 6,312	\$ 28,750	\$ 22,438	22%
505 · UTILITIES	\$ 2,467	\$ 7,750	\$ 5,283	32%
506 · CASUALTY & LIABILITY COST	\$ 927	\$ 4,500	\$ 3,573	21%
507 · FUEL	\$ 10,165	\$ 15,000	\$ 4,835	68%
509 · MISCELLANEOUS EXPENSE	\$ 1,924	\$ 5,900	\$ 3,976	33%
TOTAL EXPENSES	\$ 102,514	\$ 178,000	\$ 75,486	58%
DEFICIT	\$ 93,480	\$ 136,234	\$ 42,754	69%
DOT	\$ 77,590	\$ 116,385	\$ 116,385	67%
LOCAL	\$ 15,890	\$ 23,835		
Under/(Over)	\$ -			

MIDDLETOWN AREA TRANSIT

March 2020-February 2022

	URBAN CARE ACT (FTA)
OPR AWARDED	\$ 2,000,000
DRAW	\$ 899,953
Obligated	\$ 338,669
Remaining BALANCE	\$ 761,378

FY 2021-2022

	RURALS CARE ACT (CT DOT)
OPR AWARDED	\$ 47,220
DRAW	\$ 20,836
Obligated	\$ 4,384
Remaining BALANCE	\$ 22,000

	LOCAL			
	For the Period July 1, 2021 to February 28, 2022			
	YTD AMOUNT	BUDGET AMOUNT	YTD BUD VARIANCE AMOUNT Under/(Over)	YTD % of BUDGET
REVENUE				
Cromwell		\$ 4,000	\$ 4,000	0%
Durham		\$ 18,727	\$ 18,727	0%
E.Hampton		\$ 53,915	\$ 53,915	0%
Middlefield		\$ 16,687	\$ 16,687	0%
Middletown		\$ 385,704	\$ 385,704	0%
Portland		39,368	\$ 39,368	0%
TOTAL REVENUE	\$ -	\$ 518,401	\$ 518,401	0%
EXPENSES				
Fixed Route	\$ -	\$ 373,025	\$ 373,025	0%
ADA	\$ -	\$ 81,346	\$ 81,346	0%
DAR	\$ -	\$ 41,165	\$ 41,165	0%
Rural	\$ 15,890	\$ 23,835	\$ 7,945	67%
Other		\$ 635	\$ 635	0%
TOTAL EXPENSES	\$ 15,890	\$ 520,006	\$ 503,481	3%
DEFICIT	\$ 15,890	\$ 520,006	\$ 504,116	3%

2021-2022 Town Billing Schedules

Town	Services	Amount	DUE July 1	DUE Oct.1	DUE Jan.1	DUE Apr.1	TOTAL
CROMWELL	FIXED	\$ 4,000.00	\$ 4,000.00				\$ 4,000.00
DURHAM	DAR	\$ 18,727.00	\$ 9,363.50		\$ 9,363.50		\$ 18,727.00
EAST HAMPTON	DAR	\$ 34,440.00	\$ 17,220.00		\$ 17,220.00		\$ 34,440.00
EAST HAMPTON	RURAL	\$ 19,475.00	\$ 4,868.75	\$ 4,868.75	\$ 4,868.75	\$ 4,868.75	\$ 19,475.00
MIDDLEFIELD	DAR	\$ 16,687.00	\$ 8,343.50		\$ 8,343.50		\$ 16,687.00
MIDDLETOWN	DAR	\$ 87,480.00	\$ 43,740.00		\$ 43,740.00		\$ 87,480.00
MIDDLETOWN	FIXED	\$ 298,224.00	\$ 74,556.00	\$ 74,556.00	\$ 74,556.00	\$ 74,556.00	\$ 298,224.00
PORTLAND	DAR	\$ 28,424.00	\$ 14,212.00		\$ 14,212.00		\$ 28,424.00
PORTLAND	RURAL	\$ 10,944.00	\$ 2,736.00	\$ 2,736.00	\$ 2,736.00	\$ 2,736.00	\$ 10,944.00
TOTAL		\$ 518,401.00	\$ 179,039.75	\$ 82,160.75	\$ 175,039.75	\$ 82,160.75	\$ 518,401.00

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	3122	3102	2766	29193	28%
2022	2260	2660	2873										7793	
	50%	87%	53%	242%	237%	125%	78%	50%	40%	35%	84%	89%		
	-36%	-23%	-34%			-35%	-32%	-29%	-11%	-21%	-4%	-5%		

Section X, Item 1.

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	440	404	398	4066	14%
2022	287	289	344										920	
	25%	98%	55%	127%	108%	18%	21%	-14%	18%	-7%	93%	93%		
	-21%	-9%	28%			-17%	5%	-12%	-8%	-5%	2%	14%		

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										863	
	-25%	-1%	-17%	45%	36%	6%	11%	22%	16%	-24%	-18%	-10%		
	-45%	-38%	-30%			-32%	-4%	-19%	5%	-37%	-37%	-27%		

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	378	409	334	3622	-3%
2022	278	379	418										1075	
	43%	173%	91%	102%	90%	33%	-4%	16%	19%	-3%	57%	61%		-100%
	-46%	-28%	14%			-36%	-44%	-40%	-34%	-50%	-30%	-26%		

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	275	360	358	3488	
2022	252	290	360										902	
	9%	37%	28%	144%	89%	35%	45%	15%	51%	15%	13%	17%		
						20%	13%	-18%	-3%	8%	67%	128%		

Clinton Trolley

	January	February	March	April	May	June	July	August	September	October	November	December
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2019						68	245	528	0	0	0	0	841	
2020	0	0	0	0	0	7	46	73	41	0	0	0	167	-80%
2021	0	0	0	0	18	287	479	452	101	0	0	0	1337	701%
2022	0	0	0										0	
						4000%	941%	519%	146%					

Section X, Item 1.

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 X, 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	1566	1554	1,566	15538
2022	1393	1724	1954										5071
	63%	98%	73%	105%	71%	58%	65%	57%	62%	46%	72%	47%	

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	753	692	715	8144	43%
2022	606	661	829										2096	
	2%	31%	4%	266%	216%	129%	62%	117%	96%	22%	142%	33%		

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	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										577
	213%	257%	138%	3700%	900%	522%	168%	185%	144%	130%	205%	320%	

Monthly Totals

Section X, Item 1.

	January	February	March	April	May	June	July	August	September	October	November	December	Total	
2017	7724	7276	8365	7524	8314	8104	7401	8004	7271	7571	7004	6379	90937	-14%
2018	6433	6621	6930	7300	8313	7440	7618	8119	6979	8599	7186	6558	88096	-3%
2019	7439	7141	7806	7956	8335	7221	7918	8246	7364	8215	6826	5981	90448	3%
2020	7188	7020	5071	2035	2278	3364	4202	4491	5153	5667	4077	4207	54753	-39%
2021	4044	3612	4998	5252	5411	6278	6971	6846	7563	7076	6989	6719	71,759	31%
2022	5561	6440	7296	0	0	0	0	0	0	0	0	0	19,297	
	38%	78%	46%	158%	138%	87%	66%	52%	47%	25%	71%	60%		
	-23%	-8%	-7%				-12%	-17%	3%	-14%	2%	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	71,759	-21%	29,193	4,066	4,603	3,622	8,144	15538	271	1337	1485
2022	19,297		7,793	920	863	1,075	2,096	5071	0	0	577

BY-LAWS FOR THE EXPANDED ESTUARY TRANSIT DISTRICT
November 16, 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 and/or at the Annual Meeting and/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 thereof, 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: _____

Estuary Transit District
Board Operations Policies
November 16, 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 CEO 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 and filed each year with the Office of the Secretary of State in accordance with Connecticut General Statute 14 Sec 1-225 b 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.

STATE OF CONNECTICUT)
)
COUNTY OF MIDDLESEX)

SS: ESTUARY TRANSIT DISTRICT
April 8, 2021

**RESOLUTION NO. 22-004
AUTHORIZING RESOLUTION
ESTUARY TRANSIT DISTRICT**

CERTIFICATION:

I, Timothy Griswold, 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 April 8th, 2022, 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, the Fare Study project has been approved by Estuary Transit District, and

WHEREAS, bids were solicited and opened on February 16, 2022, be it therefore:

RESOLVED, that Hatch LTK be awarded the bid to review all current procedures and processes related to fare collection and recommend fares, fare collection technology and inter-operability procedures and technology with connecting transit systems;

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 Hatch LTK in an amount not to exceed \$110,000.00.

IN WITNESS WHEREOF the undersigned has affixed his signature, the 8th day of April in the year 2022.

ESTUARY TRANSIT DISTRICT SECRETARY

Timothy Griswold, Secretary

I, Timothy Griswold, Secretary of the Estuary Transit District, certify that the resolution noted above is still in force and effect as of this 8th day of April 2022.

Timothy Griswold, Secretary

STATE OF CONNECTICUT)
)
COUNTY OF MIDDLESEX)

SS: ESTUARY TRANSIT DISTRICT
April 8, 2021

**RESOLUTION NO. 22-005
AUTHORIZING RESOLUTION
ESTUARY TRANSIT DISTRICT**

CERTIFICATION:

I, Timothy 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 April 8th, 2022, 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, the Human Resources Study project has been approved by ETD, and

WHEREAS, bids were solicited and opened on March 1, 2022, be it therefore:

RESOLVED, that Tangible Analytics Consulting, LLC be awarded the bid to review all current procedures and processes related to human resources and recommend and implement policies and procedures for the new larger, combined district that are consistent with all applicable laws and regulations;

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 Tangible Analytics Consulting, LLC in an amount not to exceed \$75,000.00.

IN WITNESS WHEREOF the undersigned has affixed his signature, the 8th day of April in the year 2022.

ESTUARY TRANSIT DISTRICT SECRETARY

Timothy Griswold, Secretary

I, Timothy Griswold, Secretary of the Estuary Transit District, certify that the resolution noted above is still in force and effect as of this 8th day of April 2022.

Timothy Griswold, Secretary

Resolution No. 22-003

STATE OF CONNECTICUT)
)
COUNTY OF MIDDLESEX)

SS: Estuary Transit District
April 8, 2022

**AUTHORIZING RESOLUTION
ESTUARY TRANSIT DISTRICT**

CERTIFICATION:

I, Timothy Griswold, 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 April 8, 2022, 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, on July 23, 2021, Estuary Transit District (“ETD”) entered into a Memorandum of Agreement (the “MOA”) with Middletown Transit District (“MTD”) pursuant to which MTD and ETD committed to prepare for and effect the equivalent of a merger of MTD and ETD by the MTD member towns withdrawing from MTD, the joining of MTD’S member towns into ETD, and the transfer of MTD’S assets and transit operations into the existing ETD structure;

WHEREAS, on October 24, 2021, the Common Council of the City of Middletown approved and authorized the City of Middletown to become a member of ETD and further approved and authorized the transfer of MTD assets and transit operation into the existing ETD structure and the eventual withdrawal of Middletown from MTD;

WHEREAS, on December 13, 2021, the Town of Durham approved and authorized the Town of Durham to become a member of ETD, subject to the ETD accepting the Town of Durham as a member and the Connecticut Department of Transportation (CDOT) providing assurances satisfactory to the MTD and the Town of Durham concerning CDOT’s commitment to providing certain support, services, and funding, and thereupon withdraw as a member of the MTD;

WHEREAS, on January 24, 2022, the Town of Middlefield approved and authorized the Town of Middlefield to become a member of ETD;

WHEREAS, on December 17, 2021, the ETD Board of Directors accepted each of the City of Middletown, Town of Durham, and Town of Middlefield, respectively, as members of the ETD upon receipt of notice that the legislative bodies of such municipalities voted affirmatively to join the ETD in accordance with Conn. Gen. Stat. 7-273b;

WHEREAS, the Federal Transit Administration allows for transfer of real property upon Federal Administration approval (**FTA Circular 5010.1E**); and

WHEREAS, the MTD owns certain real property commonly known as 91 N. Main Street, Middletown, Map 20/0091 and Map 20/0093; N. Main Street (commonly known as 80 Pease Avenue), Middletown, Map 20/0092 and 340 Main Street, Middletown, Map 22/0598, and more particularly described in Exhibit A (the “Property”); and

WHEREAS, the MTD, in accordance with **FTA Circular 5010.1E** desires to transfer the Property, along with the remaining federal interest to ETD; and

WHEREAS, ETD agrees to utilize and appropriately maintain the property in accordance and compliance with FTA requirements and will include the property in ETD’s inventory records; and

WHEREAS, the Executive Director, Joseph Comerford, is authorized to execute agreements or any other documents required by the transfer; and

WHEREAS, the Executive Director, Joseph Comerford, is authorized to provide additional information as the Federal Transit Administration may require in connection with the transfer;

THEREFORE, BE IT RESOLVED, the MTD, has passed or will pass a Resolution in substantially the same form as this Resolution and in accordance with the intent and purpose of this Resolution; and

RESOLVED FURTHER, that the Executive Director, Joseph Comerford, hereby is authorized on behalf of the Estuary Transit District to accept the transfer and conveyance of the ownership and management of the property from MTD to ETD pursuant to the Federal Transit Act (**FTA Circular 5010.1E**).

IN WITNESS WHEREOF the undersigned has affixed his signature, the 8th day of April in the year 2022.

ESTUARY TRANSIT DISTRICT
SECRETARY

Timothy Griswold, Secretary

I, Timothy Griswold, Secretary of Estuary Transit District, Certify that the resolution noted above is still in force and effect as of the 8th day of April 2022.

Timothy Griswold, Secretary

Request To Transfer Real Property from Middletown Transit District to Estuary Transit District

ATTACHMENT A

Descriptive information on Property to be Transferred

Description	Use	Acquisition Date	Purchase Cost	Federal Useful Life	Remaining Useful Life	Grant #	Remaining Federal Interest (80%)	Remaining State Interest (20%)
91 N. Main Street, Middletown Map 20/0091	Operating Facility	11/19/2010	\$700,000	40 years	27 year 8 mos.		\$387,332	\$96,833
91 N. Main Street, Middletown Map 20/0093	Maintenance Facility							
N. Main Street, Middletown (commonly known as 80 Pease Avenue) Map 20/0092	Maintenance Annex							
340 Main Street, Middletown Map 22/0598	Bus Terminal	12/21/1979		40 years	0		0	0

