



**ESTUARY TRANSIT DISTRICT  
REGULAR BOARD MEETING**  
ETD Offices, 91 N. Main St, Middletown, CT  
with Remote Option  
August 11, 2023 at 9:00 AM

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**AGENDA**

- I. Call to Order — L. Strauss, Chair
- II. Roll Call — T. Griswold, Secretary
- III. Visitors' Comments as they Pertain to Agenda Items
- IV. Secretary's Report — T. Griswold
  - [1.](#) Acceptance of Board Meeting Minutes of July 14, 2023
  - [2.](#) Acceptance of Special Facilities Committee Minutes of August 8, 2023
  - [3.](#) Acceptance of Finance Committee Minutes of August 9, 2023
  - [4.](#) Acceptance of the Management Committee Minutes of July 19, 2023
  - [5.](#) Acceptance of the Management Committee Minutes of August 1, 2023
- V. Communications — T. Griswold
- VI. Treasurer's Report — C. Norz
- VII. Committee Reports
  1. Facilities Committee — J. Gay, Chair
  2. Finance Committee — C. Norz, Chair
  3. Marketing Committee — L. Strauss, Chair
  4. Management Committee -- D.G. Fitton, Chair
  5. Legislative Committee — J. Gay, Chair
  6. Transit Advisory Committee — T. Griswold, Chair
  7. Personnel Committee — K. Kilduff, Chair
  8. COG Update — J. Comerford
- VIII. Executive Director's Report — J. Comerford
- IX. Transit Planner's Report - B. Geraghty
- X. Finance Director's Report — H. Famiglietti
  - [1.](#) Budget vs. Actual and Cash Flow
- XI. Operations Director's Report — J. Whitcomb
- XII. Maintenance Director's Report — P. Hevrin

XIII. New Business

1. Board Election Update
- [2.](#) Conflict of Interest Forms
- [3.](#) AAA Authorizing Resolution
- [4.](#) DOT Authorizing Resolution

XIV. Old Business

XV. Chair Comments

XVI. Board Members Comments

XVII. Executive Session for the Purpose of Discussing the Management Contract

XVIII. Next Meeting — September 8, 2023 at 9:00 AM with Remote Options

XIX. Adjournment

Join Zoom Meeting

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

Meeting ID: 856 5832 2438

Passcode: 322594

One tap mobile

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

+16469313860,,85658322438#,,,,\*322594# US

Dial by your location

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

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT RIVER VALLEY TRANSIT MEETING

ESTUARY TRANSIT DISTRICT  
RIVER VALLEY TRANSIT  
REGULAR MEETING MINUTES  
Friday, July 14, 2023  
91 N. Main Street, Middletown Ct and via  
ZOOM

CALL TO ORDER

Chairman Strauss called the meeting to order at 9:05 a.m. A quorum was established with the following members present: James Irish (via Zoom), Leslie Strauss, Beverly Lawrence, John Hall (via Zoom arrived at 9:55 a.m.), Charlie Norz (via Zoom), Angus McDonald (via Zoom), Joan Gay (via Zoom), Tim Griswold, Karl Kilduff and DG Fitton.

Staff: Brendan Geraghty, Joe Comerford, Halyna Chris Dennison, (via Zoom), Halyna Famiglietti, (via Zoom)

Absent: David Lahm, Bobbye Knoll Peterson

SECRETARY’S REPORT

DG Fitton made a motion to accept the minutes of the 6/9/23 Board meeting as presented. Jim Irish seconded the motion. The motion passed unanimously.

Joan Gay made a motion to accept the minutes of the 6/27/23 Facilities Committee meeting as presented. Angus McDonald seconded the motion. The motion passed unanimously.

Joan Gay made a motion to accept the minutes of the 7/10/23 Legislative Committee meeting as presented. Angus McDonald seconded the motion. The motion passed unanimously.

COMMUNICATIONS - None.

TREASURER’S REPORT – No Report.

COMMITTEE REPORTS

Facilities – meeting minutes included in the Board packet contain a detailed report relative to Facilities Committee initiatives.

Joan reported:

- \* Conceptual plans for the Middletown and Shoreline facilities are due at the end of July. The committee will review at their 8/8 meeting.
- \* The Mayor of Middletown has requested that property on Union Street be considered as an alternate site (40 Union Street). If considered, the timing of the project will be impacted as additional studies on that site will be necessary.
  - \* Committee members expressed concerns as that site is not in the “downtown”

area.

\* Joe reported that the DOT has done a preliminary review of that location.

Joan Gay made a motion to accept the Facilities Committee report. DG Fitton seconded the motion. The motion passed unanimously.

Marketing

Leslie reported:

- The Committee met on Wednesday, 7/12 and is in the final stages of designing new signage.
- Website – the majority of the content is written and is in the process of being “loaded” to the website. It is anticipated that the site will launch at the end of Summer.
- Press Conference – the Lt. Governor attended the Park Connect Program Press Conference. The program is centered on the beach areas and is weather dependent.

Charlie Norz made a motion to accept the Marketing Committee report. Joan Gay seconded the motion. The motion passed unanimously.

Legislative

Joan reported it is anticipated that the next Annual Legislative/First Selectman breakfast will take place in mid to late January. Details of the last event were included in the Legislative Committee meeting minutes.

Joe reported that the State Association met last week to discuss next year’s Legislative Session and agreed on priorities including the electric bus timeframe and workforce development for bus operators. The Association also assessed the importance of having a Lobbyist working on the District’s behalf at the Capitol.

Charlie Norz made a motion to accept the Legislative Committee report. Joan Gay seconded the motion. The motion passed unanimously.

Transit Advisory

Tin reported that the Committee forwarded a list of recommended Transit Advisory Committee appointees for Board consideration. All individuals expressing an interest in serving on the Committee were offered an interview.

Joan Gay made a motion to accept the Transit Advisory Committee report. Charlie Norz seconded the motion. The motion passed unanimously.

EXECUTIVE DIRECTOR’S REPORT

Joe reported:

- \* The fiscal year has been closed. To date, the DOT has not yet provided the District’s TOD (budget).
- \* The importance of receiving Town dues during the time was stressed.

- \* The need for the potential use of the line of credit was discussed.
  - \* Joe reported to the District’s “new” bank (Webster) that they must meet their commitment regarding the line of credit.
  - \* Note that the line of credit has not been used in recent years; however, it may be necessary depending on when the State provides funds.
- \* Mobility Management Program (facilitated by the Kennedy Center) – this program helps individuals connect with transportation services. The ombudsman has met, along with District staff, at senior centers and events to teach people about public transportation. Unfortunately, funding for this position was not renewed due to an oversight. Joe has been working with area COGs to have these funds reinstated but this may not happen until March 2024. To keep this important programming, Joe recommended that the District “hire” the Kennedy Center and then get reimbursed.
- \* Staffing continues to be an issue and Lisa is actively recruiting drivers. The difficulties in finding qualified drivers were discussed.

DG Fitton made a motion to accept the Executive Director’s report. Karl Kilduff seconded the motion. The motion passed unanimously.

TRANSIT PLANNER’S REPORT

Brendan reported:

- \* Bus upgrades, terminal upgrades/signage and AVL installation in on-going.
- \* New brochures are being developed.
- \* The new Micro Transit service providers are being updated.

A copy of the Proposed Service Changes Public Outreach Presentation was included in the Board packet and “screen shared”. Brendan provided a comprehensive overview of the presentation and Joe and Brendan were available to address questions/comments posed by Board members. Recommendations for changes in service were included in the presentation.

DG Fitton made a motion to accept the Transit Planner’s report. Karl Kilduff seconded the motion. The motion passed unanimously.

NEW BUSINESS

DG Fitton made a motion to appoint Tim Kellogg, Heather Granja, Artha Slade, Joann Ewing, Will Goble and Laurie McElwee to the Transit Advisory Committee. Charlie Norz seconded the motion. The motion passed unanimously.

Management Contract – The current contract with Firs Transit expires in November. The Committee (DG, Charlie, John) will meet on Wednesday, 7/19, to discuss the next steps.

Bus Advertising – At a previous meeting, the Board agreed to defer future discussions related to advertising on the buses until the next fiscal year. However, the contractor provided an offer increasing the District’s minimum income from \$30,000 to \$41,250 for Board consideration. The Consensus of the Board was to defer further discussions on advertising until next year.

Board Training

Anyone interested in attending the CTAA (Community Transportation of America) 2-day on-line class should contact Chris and she will register you for the event.

OLD BUSINESS

Service Changes

DG Fitton made a motion to adopt the all route and service changes as presented in the Proposed Service Changes Public Outreach Presentation as determined by the Transit Planner and Executive Director. Angus McDonald seconded the motion. The motion passed unanimously.

CHAIR REPORTS

Leslie reported on the importance of Board representation from the Town of Durham. Jim Irish will follow-up with Durham.

BOARD COMMENTS

DG commended an Essex route driver for his enthusiasm for the District.

ADJOURNMENT

Angus McDonald made a motion to adjourn the meeting at 10:43 a.m. John Hall seconded the motion. The motion passed unanimously.

Next meeting: 8/11/23

Respectfully Submitted,

Suzanne Helchowski  
Clerk

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

ESTUARY TRANSIT DISTRICT  
SPECIAL FACILITIES COMMITTEE MEETING  
ETD OFFICES, 91 N. Main Street, Middletown, CT with Remote Options  
TUESDAY, AUGUST 8, 2023, AT 2:00 P.M.

CALL TO ORDER

The meeting was called to order by Joan Gay, Chair, at 2:05 p.m.

ROLL CALL

Committee members present: Joan Gay, Karl Kilduff, and Angus McDonald

Also in attendance: Staff: Joe Comerford and Christina Denison

Board Members: Leslie Strauss, ETD Board Chair and Charles Norz, ETD Board Member, Old Saybrook

CT DOT: Graham Curtis, Bus Capital Programs, Asst. Administrator and Maureen Lawrence, CT Transit & Transit District Agreements Transit Manager

FACILITIES PLAN WITH DOT

A copy of the Facilities Progress Plan was included in the meeting packet.

Graham Curtis reported:

Architecture & Engineering

Facilities Master Plan –

- The architect/engineer developed 5 conceptual plans for the Westbrook property located at Flat Rock Place.
- The fire flow test for the Middletown property was postponed.
- Electrification of buses –
  - An energy study has been completed.
  - DOT will continue to meet regularly with EVERSOURCE.
  - Off-site power upgrades are needed; substations do not require upgrades.
  - Pilot program will be implemented before doing full electrification.

Right of Way Acquisition

Middletown Maintenance Facility –

- The consultant is completing layout concepts for the properties at 91 N. Main Street and 110 N. Main Street.
- To satisfy DEEP requirements DOT is searching for 5,000 cubic yards of fill needed to elevate the building 1 foot above the 100-year flood elevation.
- A Title VI study and a noise study will be conducted.

Shoreline Facility –

- The conceptual plans will be refined due to the proximity of wetlands and to include maintenance bays.
- An on-site septic system and a holding tank will be needed.

- The water company has conducted a fire flow analysis and determined a 100,000-gallon tank is needed to meet the fire flows required by the BEBs.
- A detailed timeline for acquisition and design will be developed once a preferred conceptual design is chosen.
- Once a conceptual layout is chosen, the property will go through the NEPA process and an Environmental Impact study to satisfy FTA requirements.
- CTDOT will test fit an available state-owned property in Old Saybrook, which would speed up the acquisition process.

Middletown Terminal Renovation –

- A test fit of the Union Street property was completed.
- Several layouts based on knocking down the existing building were developed.
- Questions surround funding and location.

EXECUTIVE DIRECTOR’S REPORT

None.

EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING THE MIDDLETOWN TERMINAL RENOVATION

None.

ADJOURNMENT

The meeting was adjourned at 2:49 p.m.

Next Meeting—The next meeting will be September 26, 2023, at 2:00 p.m.

Respectfully submitted,

Christina Denison  
Clerk

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

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

CALL TO ORDER

The meeting was called to order by Charles Norz, Chair, at 9:12 a.m.

ROLL CALL

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

Absent: Joan Gay

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

DISCUSSION OF BUDGET VS. ACTUALS and CASH FLOW

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

The Budget and Cash Flow were reviewed and discussed. No issues to report. Famiglietti answered questions from the Committee.

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

OTHER BUSINESS

Comerford reported that the District recently completed Triennial Reviews with both the FTA and CTDOT. The FTA review reported one finding.

Famiglietti reported that the District should be receiving TODs from the state next week.

DISCUSSION OF ITEMS FOR THE AUGUST 11, 2023 BOARD MEETING

None.

ADJOURNMENT

Irish made a motion to adjourn the meeting at 9:32 a.m. Kilduff seconded the motion. The motion passed unanimously.

Next Meeting—October 11, 2023, at 9:00 a.m.

Respectfully submitted,

Christina Denison  
Clerk

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

ESTUARY TRANSIT DISTRICT  
MANAGEMENT CONTRACT COMMITTEE MEETING  
VIA ZOOM  
WEDNESDAY, JULY 19, 2023, AT 10:00 A.M.

CALL TO ORDER

The meeting was called to order by D.G. Fitton, Chair, at 10:00 a.m.

ROLL CALL

A quorum was established with the following committee members present: John Hall and Charles Norz

Also in attendance: Halyna Famiglietti and Leslie Strauss, Board Chair

No motions were made.

ADJOURNMENT

The meeting was adjourned at 10:37 a.m.

Next Meeting—TBD

Respectfully submitted,

Christina Denison  
Clerk

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

ESTUARY TRANSIT DISTRICT  
MANAGEMENT CONTRACT COMMITTEE MEETING  
VIA ZOOM  
TUESDAY, AUGUST 1, 2023, AT 8:30 A.M.

CALL TO ORDER

The meeting was called to order by D.G. Fitton, Chair, at 8:45 a.m.

ROLL CALL

A quorum was established with the following committee members present: John Hall and Charles Norz

Also in attendance Leslie Strauss, Board Chair

No motions were made.

ADJOURNMENT

The meeting was adjourned at 9:05 a.m.

Next Meeting—TBD

Respectfully submitted,

Christina Denison  
Clerk

GRANTS TOTAL	ESTUARY TRANSIT DISTRICT		
	For the Period July 1, 2022 to June 30, 2023		
	YTD ACTUAL	BUDGET AMOUNT	YTD % of BUDGET
<b>REVENUE</b>			
FAREBOX REVENUE	\$ 307,611	\$ 284,150	108%
URBAN CARES ACT	\$ 804,919	\$ 859,600	94%
RURAL CARE ACT	\$ 90,740		
OTHER	\$ 124,194		
<b>TOTAL REVENUE</b>	<b>\$ 1,327,465</b>	<b>\$ 1,143,750</b>	<b>116%</b>
<b>EXPENSES</b>			
LABOR	\$ 3,024,265	\$ 2,820,000	107%
FRINGE BENEFITS	\$ 977,685	\$ 1,011,500	97%
PROFESSIONAL SERVICES	\$ 655,904	\$ 448,600	146%
MATERIALS & SUPPLIES	\$ 48,193	\$ 103,700	46%
RENT&UTILITIES	\$ 247,160	\$ 244,500	101%
INSURANCE	\$ 104,060	\$ 86,400	120%
MAINTENANCE	\$ 428,088	\$ 631,500	68%
FUEL	\$ 679,139	\$ 783,500	87%
MISCELLANEOUS EXPENSE	\$ 45,547	\$ 90,800	50%
PARK CONNECT	\$ -	\$ 40,500	0%
PURCHASE TRANSPORTATION	\$ 10,938	\$ 25,000	44%
<b>TOTAL EXPENSES</b>	<b>\$ 6,220,978</b>	<b>\$ 6,286,000</b>	<b>99%</b>

<b>DEFICIT</b>	<b>\$ (4,893,514)</b>	<b>\$ (5,142,250)</b>
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<b>DOT</b>	<b>\$ 4,251,892</b>	<b>\$ 4,300,471</b>
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<b>LOCAL</b>	<b>\$ 661,965</b>	<b>\$ 703,409</b>
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<b>Surplus/(Deficit)</b>	<b>\$ 14,824</b>	
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FIXED 5307	ESTUARY TRANSIT DISTRICT		
	For the Period July 1, 2022 to June 30, 2023		
	YTD ACTUAL	BUDGET AMOUNT	YTD % of BUDGET
<b>REVENUE</b>			
FAREBOX REVENUE	\$ 265,456	\$ 226,500	117%
URBAN CARES ACT	\$ 451,234	\$ 242,600	186%
RURAL CARE ACT			0%
OTHER	\$ 17,439		0%
<b>TOTAL REVENUE</b>	<b>\$ 734,130</b>	<b>\$ 469,100</b>	<b>156%</b>
<b>EXPENSES</b>			
LABOR	\$ 2,012,019	\$ 1,725,000	117%
FRINGE BENEFITS	\$ 699,012	\$ 623,750	112%
PROFESSIONAL SERVICES	\$ 505,338	\$ 285,750	177%
MATERIALS & SUPPLIES	\$ 36,171	\$ 63,000	57%
RENT&UTILITIES	\$ 197,760	\$ 156,000	127%
INSURANCE	\$ 86,122	\$ 53,000	162%
MAINTENANCE	\$ 281,087	\$ 385,000	73%
FUEL	\$ 515,013	\$ 475,000	108%
MISCELLANEOUS EXPENSE	\$ 39,145	\$ 53,500	73%
PARK CONNECT		\$ 40,500	0%
PURCHASE TRANSPORTATION			
<b>TOTAL EXPENSES</b>	<b>\$ 4,371,667</b>	<b>\$ 3,860,500</b>	<b>113%</b>

<b>DEFICIT</b>	<b>\$ (3,637,537)</b>
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<b>DOT</b>	<b>\$ 3,076,937</b>	<b>\$ 3,076,937</b>
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<b>LOCAL</b>	<b>\$ 560,600</b>	<b>\$ 560,600</b>
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<b>Surplus/(Deficit)</b>	<b>\$ -</b>
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Midshore(Old Saybrook/Middletown) & Riverside EXT.	ESTUARY TRANSIT DISTRICT		
	For the Period July 1, 2022 to June 30, 2023		
	YTD ACTUAL	BUDGET AMOUNT	YTD % of BUDGET
<b>REVENUE</b>			
FAREBOX REVENUE	\$ 830	\$ 8,500	10%
URBAN CARES ACT			
RURAL CARE ACT			
OTHER			
<b>TOTAL REVENUE</b>	<b>\$ 830</b>	<b>\$ 8,500</b>	<b>10%</b>
<b>EXPENSES</b>			
LABOR	\$ 175,421	\$ 149,500	117%
FRINGE BENEFITS	\$ 48,346	\$ 52,250	93%
PROFESSIONAL SERVICES	\$ 23,170	\$ 23,500	99%
MATERIALS & SUPPLIES	\$ 4,048	\$ 6,000	67%
RENT&UTILITIES	\$ 9,003	\$ 13,750	65%
INSURANCE	\$ 2,799	\$ 4,750	59%
MAINTENANCE	\$ 26,191	\$ 29,500	89%
FUEL	\$ 30,967	\$ 46,500	67%
MISCELLANEOUS EXPENSE	\$ 1,782	\$ 4,750	38%
PARK CONNECT			
PURCHASE TRANSPORTATION			
<b>TOTAL EXPENSES</b>	<b>\$ 321,728</b>	<b>\$ 330,500</b>	<b>97%</b>

<b>DEFICIT</b>	<b>\$ (320,897)</b>
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<b>DOT</b>	<b>\$ 335,722</b>	<b>\$ 368,875</b>
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<b>LOCAL</b>	<b>\$ -</b>	<b>\$ -</b>
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<b>Surplus/(Deficit)</b>	<b>\$ 14,824</b>
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RURAL 5311	ESTUARY TRANSIT DISTRICT		
	For the Period July 1, 2022 to June 30, 2023		
	YTD ACTUAL	BUDGET AMOUNT	YTD % of BUDGET
<b>REVENUE</b>			
FAREBOX REVENUE	\$ 7,090	\$ 10,650	67%
URBAN CARES ACT			
RURAL CARE ACT	\$ 90,740	\$ 10,000	
OTHER	\$ 13,906		
<b>TOTAL REVENUE</b>	<b>\$ 111,736</b>	<b>\$ 20,650</b>	<b>541%</b>
<b>EXPENSES</b>			
LABOR	\$ 192,949	\$ 265,500	73%
FRINGE BENEFITS	\$ 52,560	\$ 95,000	55%
PROFESSIONAL SERVICES	\$ 37,221	\$ 41,000	91%
MATERIALS & SUPPLIES	\$ 1,493	\$ 10,500	14%
RENT&UTILITIES	\$ 11,657	\$ 23,750	49%
INSURANCE	\$ 5,902	\$ 8,000	74%
MAINTENANCE	\$ 15,895	\$ 63,000	25%
FUEL	\$ 25,300	\$ 78,000	32%
MISCELLANEOUS EXPENSE	\$ 921	\$ 10,750	9%
PARK CONNECT			
PURCHASE TRANSPORTATION			
<b>TOTAL EXPENSES</b>	<b>\$ 343,898</b>	<b>\$ 595,500</b>	<b>58%</b>

<b>DEFICIT</b>	<b>\$ (232,162)</b>	
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<b>DOT</b>	<b>\$ 192,662</b>	<b>\$ 192,662</b>
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<b>LOCAL</b>	<b>\$ 39,500</b>	<b>\$ 39,500</b>
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<b>Surplus/(Deficit)</b>	<b>\$ -</b>	
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ADA, DAR & MGP	ESTUARY TRANSIT DISTRICT		
	For the Period July 1, 2022 to June 30, 2023		
	YTD ACTUAL	BUDGET AMOUNT	YTD % of BUDGET
<b>REVENUE</b>			
FAREBOX REVENUE	\$ 27,848	\$ 23,900	117%
URBAN CARES ACT			
RURAL CARE ACT			
OTHER	\$ 83,393		
<b>TOTAL REVENUE</b>	<b>\$ 111,241</b>	<b>\$ 23,900</b>	<b>465%</b>
<b>EXPENSES</b>			
LABOR	\$ 444,535	\$ 392,500	113%
FRINGE BENEFITS	\$ 119,910	\$ 138,250	87%
PROFESSIONAL SERVICES	\$ 74,817	\$ 60,050	125%
MATERIALS & SUPPLIES	\$ 2,374	\$ 15,700	15%
RENT&UTILITIES	\$ 24,982	\$ 31,250	80%
INSURANCE	\$ 9,238	\$ 13,750	67%
MAINTENANCE	\$ 66,296	\$ 92,500	72%
FUEL	\$ 64,584	\$ 92,000	70%
MISCELLANEOUS EXPENSE	\$ 3,169	\$ 12,900	25%
PARK CONNECT			
PURCHASE TRANSPORTATION			
<b>TOTAL EXPENSES</b>	<b>\$ 809,903</b>	<b>\$ 848,900</b>	<b>95%</b>

<b>DEFICIT</b>	<b>\$ (698,662)</b>	
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<b>DOT</b>	<b>\$ 636,797</b>	<b>\$ 636,797</b>
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<b>LOCAL</b>	<b>\$ 61,865</b>	<b>\$ 103,309</b>
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<b>Surplus/(Deficit)</b>	<b>\$ 0.00</b>	
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TAXI Voucher	ESTUARY TRANSIT DISTRICT		
	For the Period July 1, 2022 to June 30, 2023		
	YTD ACTUAL	BUDGET AMOUNT	YTD % of BUDGET
<b>REVENUE</b>			
FAREBOX REVENUE	\$ 5,519	\$ 12,500	44%
URBAN CARES ACT			
RURAL CARE ACT			
Prepaid Fare			
<b>TOTAL REVENUE</b>	<b>\$ 5,519</b>	<b>\$ 12,500</b>	<b>44%</b>
<b>EXPENSES</b>			
LABOR			
FRINGE BENEFITS			
PROFESSIONAL SERVICES	\$ 4,355	\$ 6,500	67%
MATERIALS & SUPPLIES			
RENT&UTILITIES			
INSURANCE			
MAINTENANCE			
FUEL			
MISCELLANEOUS EXPENSE			
PARK CONNECT			
PURCHASE TRANSPORTATION	\$ 10,938	\$ 25,000	44%
<b>TOTAL EXPENSES</b>	<b>\$ 15,293</b>	<b>\$ 31,500</b>	<b>49%</b>

<b>DEFICIT</b>	<b>\$ (9,774)</b>	
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<b>DOT</b>	<b>\$ 9,774</b>	<b>\$ 25,200</b>
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<b>LOCAL</b>	<b>\$ -</b>	<b>\$ -</b>
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<b>Surplus/(Deficit)</b>	<b>\$ -</b>	
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RT.81(Madison/Middletown)	ESTUARY TRANSIT DISTRICT		
	For the Period July 1, 2022 to June 30, 2023		
	YTD ACTUAL	BUDGET AMOUNT	YTD % of BUDGET
<b>REVENUE</b>			
FAREBOX REVENUE	\$ 868	\$ 2,100	41%
URBAN CARES ACT	\$ 143,076	\$ 184,000	78%
RURAL CARE ACT		\$ -	0%
OTHER			
<b>TOTAL REVENUE</b>	<b>\$ 143,944</b>	<b>\$ 186,100</b>	<b>77%</b>
<b>EXPENSES</b>			
LABOR	\$ 79,412	\$ 76,000	104%
FRINGE BENEFITS	\$ 22,945	\$ 26,250	87%
PROFESSIONAL SERVICES	\$ 5,719	\$ 11,000	52%
MATERIALS & SUPPLIES	\$ 2,308	\$ 3,000	77%
RENT&UTILITIES	\$ 1,517	\$ 6,750	22%
INSURANCE		\$ 2,600	0%
MAINTENANCE	\$ 14,365	\$ 18,250	79%
FUEL	\$ 17,148	\$ 38,000	45%
MISCELLANEOUS EXPENSE	\$ 531	\$ 4,250	12%
PARK CONNECT			
PURCHASE TRANSPORTATION			
<b>TOTAL EXPENSES</b>	<b>\$ 143,944</b>	<b>\$ 186,100</b>	<b>77%</b>

<b>DEFICIT</b>	<b>\$ -</b>	<b>\$ -</b>
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<b>DOT</b>	<b>\$ -</b>	
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<b>LOCAL</b>	<b>\$ -</b>	<b>\$ -</b>
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<b>Surplus/(Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>
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X_MILE	ESTUARY TRANSIT DISTRICT		
	For the Period July 1, 2022 to June 30, 2023		
	YTD ACTUAL	BUDGET AMOUNT	YTD % of BUDGET
<b>REVENUE</b>			
FAREBOX REVENUE			
URBAN CARES ACT	\$ 205,090	\$ 433,000	47%
RURAL CARE ACT			
OTHER	\$ 9,456		
<b>TOTAL REVENUE</b>	<b>\$ 214,546</b>	<b>\$ 433,000</b>	<b>50%</b>
<b>EXPENSES</b>			
LABOR	\$ 119,930	\$ 211,500	57%
FRINGE BENEFITS	\$ 34,912	\$ 76,000	46%
PROFESSIONAL SERVICES	\$ 5,283	\$ 20,800	25%
MATERIALS & SUPPLIES	\$ 1,799	\$ 5,500	33%
RENT&UTILITIES	\$ 2,240	\$ 13,000	17%
INSURANCE		\$ 4,300	0%
MAINTENANCE	\$ 24,253	\$ 43,250	56%
FUEL	\$ 26,128	\$ 54,000	48%
MISCELLANEOUS EXPENSE		\$ 4,650	0%
PARK CONNECT			
PURCHASE TRANSPORTATION			
<b>TOTAL EXPENSES</b>	<b>\$ 214,546</b>	<b>\$ 433,000</b>	<b>50%</b>

<b>DEFICIT</b>	<b>\$ -</b>	<b>\$ -</b>
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<b>DOT</b>	<b>\$ -</b>	<b>\$ -</b>
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<b>LOCAL</b>	<b>\$ -</b>	<b>\$ -</b>
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<b>Surplus/(Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>
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**RIVER VALLEY TRANSIT****STATEMENT OF CASH FLOWS**

Monday, August 7, 2023

Section X, Item 1.

Operating Checking	\$ 446,582
Payroll Checking	\$ 62,612
Capital Checking	\$ 107,682
Liberty and ESB	\$ 105,000
<b>BALANCE TOTAL</b>	<b>\$ 721,876</b>

Account Payable	Aug-23	Sep-23	Oct-23
Payroll	\$ 235,000	\$ 235,000	\$ 235,000
Benefits	\$ 45,000	\$ 80,000	\$ 80,000
CIRMA	\$ 7,500	\$ 7,500	\$ 7,500
Fuel	\$ 57,601	\$ 60,000	\$ 60,000
Management Services	\$ 20,420	\$ 20,420	\$ 20,420
Services	\$ 20,750	\$ 26,000	\$ 26,000
Vehicle Maintenance and Repairs	\$ 31,813	\$ 27,000	\$ 27,000
Rent & Utilities	\$ 18,696	\$ 20,500	\$ 20,500
Insurance	\$ 5,000	\$ 10,000	\$ 10,000
Other Monthly Expenses	\$ 5,500	\$ 9,250	\$ 9,250
<b>TOTAL EXPENSES</b>	<b>\$ 447,280</b>	<b>\$ 495,670</b>	<b>\$ 495,670</b>

Account Receivable			
CT DOT FY23 Capital Grants	\$ -	\$ 90,598	\$ -
CT DOT FY23 OPR	\$ 123,208	\$ 607,293	\$ -
URBAN Care Act (FTA)	\$ 37,000	\$ 10,000	\$ 10,000
FIXED 5307	\$ -	\$ 727,662	\$ -
MGP Grant	\$ -	\$ 82,109	\$ -
DAR	\$ -	\$ 28,083	\$ -
ADA	\$ -	\$ 69,535	\$ -
RURAL 5311	\$ -	\$ 14,500	\$ 14,500
New Freedom 5310	\$ -	\$ 30,500	\$ 30,500
Madison/Middletown (RT.81)	\$ 15,500	\$ 15,500	\$ 15,500
X-Mile	\$ 16,500	\$ 25,500	\$ 25,500
Fare Box and Pre-paid Fare Revenue	\$ 25,000	\$ 25,000	\$ 25,000
Middlesex Hospital, Wesleyan, AAA	\$ 9,483	\$ 5,500	\$ 5,500
Town Dues	\$ 79,445	\$ 125,501	\$ -
OTHERS	\$ -	\$ 14,898	\$ -
<b>TOTAL REVENUE</b>	<b>\$ 306,136</b>	<b>\$ 1,872,179</b>	<b>\$ 126,500</b>

Cash at the beginning of the period	\$ 721,876	\$ 580,732	\$ 1,957,241
Cash at the end of the period	\$ 580,732	\$ 1,957,241	\$ 1,588,071

**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: \_\_\_\_\_

**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.

STATE OF CONNECTICUT)  
 )  
COUNTY OF MIDDLESEX )

**SS: ESTUARY TRANSIT DISTRICT**  
**August 11, 2023**

**Resolution No. 24-0001**  
**AUTHORIZING RESOLUTION**  
**ESTUARY TRANSIT DISTRICT**

**CERTIFICATION:**

I, Timothy C. 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 August 11, 2023, in which a quorum was present and acting throughout and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect.

**RESOLVED**, that the Executive Director, Joseph Comerford and/or in his absence or inability to act, the Chairperson, Leslie B. Strauss, are hereby, authorized on behalf of the Estuary Transit District to negotiate and execute all necessary contract documents required to obtain funds from the Senior Resources Agency on Aging.

**IN WITNESS WHEREOF** the undersigned has affixed his signature, the 11th day of August in the year 2023.

ESTUARY TRANSIT DISTRICT  
SECRETARY

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

I, Timothy C. Griswold, Secretary of Estuary Transit District, Certify that the resolution noted above is still in force and effect as of this 11th day of August 2023.

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

STATE OF CONNECTICUT)  
)  
COUNTY OF MIDDLESEX)

SS: Estuary Transit District  
August 11, 2023

**Resolution No. 24-0002  
AUTHORIZING RESOLUTION  
ESTUARY TRANSIT DISTRICT**

**CERTIFICATION:**

I, Timothy C. 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 August 11, 2023, in which a quorum was present and acting throughout and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect.

**WHEREAS**, the Estuary Transit District, pursuant to Chapter 103a, Section 7-273k of the General Statutes of the State of Connecticut, as revised, is empowered to enter into contracts for the purpose of subsidizing transit services, therefore

**BE IT RESOLVED**, that the Chairperson, Leslie B. Strauss, and/or in her absence or inability to act, the Vice Chairperson, Joan Gay, having been since August 11, 2023, are, hereby, authorized on behalf of the Estuary Transit District to negotiate and execute all necessary contract documents required to obtain funds from the Connecticut Department of Transportation.

**IN WITNESS WHEREOF** the undersigned has affixed his signature, the 11th day of August in the year 2023.

ESTUARY TRANSIT DISTRICT  
SECRETARY

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

I, Timothy C. Griswold, Secretary of Estuary Transit District, Certify that the resolution noted above is still in force and effect as of this 11th day of August 2023.

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