



**ESTUARY TRANSIT DISTRICT
REGULAR BOARD MEETING
17 Industrial Park Rd, Centerbrook, CT
June 18, 2021 at 9:30 AM**

AGENDA

- I. Call to Order — Chair Leslie Strauss
- II. Roll Call — Sec C. Norz
- III. Visitor's Comments
- IV. Secretary's Report — C. Norz
 - [1.](#) Acceptance of Board Meeting Minutes of April 16, 2021
 - [2.](#) Acceptance of Finance Committee Minutes April 14, and June 16, 2021
 - [3.](#) Acceptance of MOA Committee Minutes April thru June 2021
 - [4.](#) Acceptance of Service Study Committee Minutes of April 22, 2021
 - [5.](#) Acceptance of Legislative Committee Minutes of June 9, 2021
- V. Communications — C. Norz
- VI. Committee Reports
 6. Finance Committee — S. Tyler, Chairman
 7. Marketing Committee — L. Strauss, Chairman
 - [8.](#) Legislative Committee — J. Gay Committee
 - A) First Selectman Breakfast Presentation
 9. MOA Committee — S. Tyler, Chairman
 10. Service Study Committee — C. Norz, Chairman
- VII. Treasurer's Report — S. Tyler
- VIII. Executive Director's Report — J. Comerford
- IX. Finance Director's Report — H. Famiglietti
 - [11.](#) Cash Flow Forecast
 - [12.](#) Budget vs. Actual
- X. Operations Director's Report — J. Whitcomb
 - [13.](#) Ridership
- XI. Maintenance Director's Report — P. Hevrin
- XII. New Business
 - [14.](#) Approval of FY 21-22 Budget

15. MOA Committee New Charge

16. Veyo Agreement

XIII. Old Business

17. None.

XIV. Chair Comments

XV. Board Members Comments

XVI. Visitor Comments (general)

XVII. Executive Session

18. Contract Negotiations with DOT

19. Contract Negotiations with First Transit

XVIII. Next Meeting — August 20, 2021

XIX. Adjournment

Join Zoom Meeting

<https://us02web.zoom.us/j/84975282575?pwd=VWJmQmo5WE5xb2dJNlBaeGhWSlBHdz09>

Meeting ID: 849 7528 2575

Passcode: 738822

One tap mobile

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

ESTUARY TRANSIT DISTRICT
REGULAR MEETING
VIA ZOOM
FRIDAY, APRIL 16, 2021

CALL TO ORDER

The meeting was called to order by Leslie Strauss, Chairman at 9:44 a.m.

ROLL CALL

A quorum was established with the following board members present: Leslie Strauss, Noel Bishop (left at noon), Peter Bierrie, Tim Griswold, Susan Tyler, Charlie Norz, Joan Gay (left at 11:55 a.m.), and Angus MacDonald (arrived at 10 a.m.).

Also in attendance: Joe Comerford, Halyna Famiglietti, and Sam Gold, Lisa Gibson, and Tom Partalas, Seward & Monde.

VISITOR COMMENTS – None.

PRESENTATION OF AUDIT

A copy of the Audit Report was included in the Board’s packet. The Finance Committee has reviewed the document at length and recommends that the Board accept the Audit Report.

Tom Partalas, Seward & Monde, reported that the District received a “clean opinion”. Mr. Partalas was available to address any questions/concerns posed by Board members.

Joan Gay made a motion to accept and approve the Audit as presented. Peter Bierrie seconded the motion. The motion passed unanimously.

SECRETARY’S REPORT

Peter Bierrie made a motion to approve the minutes from the 2/19/21 Board meeting. Joan Gay seconded the motion. The motion passed unanimously.

Susan Tyler made a motion to table the minutes from the MOA Committee Meetings (2/12/21, 2/26/21, 3/5/21, 3/12/21, 3/26/21, 3/31/21 and 4/9/21). Joan Gay seconded the motion. The motion passed unanimously.

Tim Griswold made a motion to the table the minutes from the 4/16/21 Service Study Committee meeting. Joan Gay seconded the motion. The motion passed unanimously.

COMMUNICATIONS – None.

Joan Gay made a motion to amend the order of the Agenda (move the Executive Session and COG Update). Charlie Norz seconded the motion. The motion passed unanimously.

TREASURER’S REPORT

None.

MOA Committee Update

Susan Tyler provided an update on the status of the MOA Committee including the following:

- ETD smaller member towns fear their representation may be overshadowed by the addition of several much larger towns and Middletown is concerned that their role may be diminished by the addition of several smaller towns.
- This is further complicated by different local contribution structures between ETD and Middletown. Both MAT and ETD have similar operating budgets, ETD member towns provide annual contributions of \$162,800 and MAT members provide \$524,600.
- The goal is to achieve an equitable voice for all member towns while providing a flexible framework in which to conduct business.
- MOA Committee preferences to date include:
 - Both quorum and voting will require a minimum number of members AND a minimum number of weighted votes (this is how ETD currently operates).
 - There would be two tiers of issue that would require different voting thresholds; Tier I would require a supermajority to remove a member, remove an officer, amend bylaws, set local dues and approve major service reductions. Tier II would require a lower voting threshold and include all other operating issues.
 - Some issues will be established as Board policies and not included in the Bylaws.

Board members discussed their preferences for use of a simple majority or something greater. The consensus of the board members was to give these issues thought and relay any comments, concerns etc. to Susan no later than Thursday, 4/22. The Board thanked the MOA Committee, in particular Susan Tyler, for their work on the negotiations, etc.

Noel Bishop made a motion to accept the MOA Committee Report. Peter Bierrie seconded the motion. The motion passed unanimously.

COG Update

Sam Gold reported on the following:

- The Public Draft of the Regional POCD will be revealed at the 4/26/21 meeting.
- A consultant has been hired to begin work on a Pedestrian Path Plan.
- The COG is working on a Regional Affordable Housing Plan, as mandated by the State. Several COG towns are developing their own plan and transit is a key component in the plans.

EXECUTIVE SESSION

Charlie Norz made a motion to go into Executive Session at 10:40 a.m. for discussion on the negotiation of a contract with CTDOT and/or First Transit. Joan Gay seconded the motion. Invited into the Executive Session: Joe Comerford, Halyna Famiglietti, Lisa Gibson and Suzanne Helchowski.

Regular Session resumed at 11:23 a.m.

No action taken relative to negotiations with CTDOT.

COMMITTEE REPORTS - continued

Finance Committee

Susan reported that the Finance Committee discussed the audit and the Rte. 81 project. Funding for Rte. 81 expires in August 2021. The District has requested an extension of the pilot program for another year to compensate for loss of ridership due to Covid-19. The Finance Committee also discussed a fee for the Xtra Mile program. This program is funded for up to 3 years via CARES money. The program will remain free for the Summer and the Finance Committee will discuss further in the Fall.

FINANCE MANAGER’S REPORT

The Bank Statements, Cash Flow Forecast, and Budget vs. Actual reports were included in Board packet. These documents have all been reviewed by the Finance Committee.

No issues were reported with the Budget vs. Actual and Cash Flow Reports.

Noel Bishop made a motion to accept the Finance Manager’s Report as presented. Peter Bierrie seconded the motion.

COMMITTEE REPORTS - continued

Marketing Committee –The Marketing Committee report was included in the board packet.

As previously reported, the District has provided free rides to Covid-19 testing and vaccine sites.

Due to requests from Legislatures and towns, the MOA Committee is developing a brochure on the potential expansion of the District to include a map, routes, etc. Costs to produce the brochure are to be shared by both districts.

Legislative Committee Update

Joan Gay reported that the ZOOM meeting with Legislators was very well received. A meeting with Selectmen will be scheduled. Additional meetings will be scheduled to update appropriate parties on the status of the MOA.

Transit Advisory Committee Update – no report. Meeting scheduled week of 4/19/21.

Service Study Committee Update

Charlie Norz reported that the Service Study Committee held an “organizational meeting”. Minutes from this meeting were distributed to Board members. Committee members reviewed the passenger survey results and COG study and expect to develop recommendations from this data. The Committee will meet again on Thursday, 4/22.

EXECUTIVE DIRECTOR’S REPORT

Joe introduced Jared Whitcomb, Director of Operations from Middletown and Patrick Hevrin, the new Maintenance Director. They will provide reports to the Board at the June meeting.

A copy of the Executive Director’s report was included in the board packet. Highlights of the report included:

- The Revised CARES Grant paperwork has been approved and executed (\$2.6 million total).
- Mobile ticket use continues to increase.
- Approximately 30 Covid trips were provided to riders.
- ETD and Middletown now use the same IT vendor.
- Federal FY Capital requests have been submitted to DOT.
 - Waiting for DOT to complete the process.
 - Also requires COG MPO approval
- As requested by DOT, the District provided recommendations for transit enhancement projects including service expansions; i.e. Sunday service, enhancements to Rte. 641.
- Joe met with Madison representatives to discuss the potential for service enhancements in Madison.
- Exploring a Board Management Software system that would provide a portal for board members.
- DOT has been in discussion with DEEP to expand weekend service to parks during the summer (beginning Memorial Day weekend); i.e. Hammonasset Beach

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

OPERATIONS MANAGER’S REPORT

The Operations Manager’s Report was included in the Board’s packet and screen shared. The report included:

- Ridership numbers have been in flux as Covid-19 numbers increase and decrease.
- Trolley season begins soon.
- Xtra Mile ridership continues to increase
- The Rte 81 route is getting back to pre pandemic levels and Dial a Ride trips are coming back.
- The District is fully staffed.
- Drivers are now using the radios as opposed to cell phones.

Susan Tyler made a motion to accept the Operations Manager’s Report as presented. Peter Bierrie seconded the motion. The motion passed unanimously.

OLD BUSINESS – None.

NEW BUSINESS

Summer Fare Promotion

As previously reported, the DOT has authorized free fares for the summer statewide, on weekends only, and will reimburse the District for loss in fares.

Peter Bierrie made a motion to provide free fares on weekends from Memorial Day weekend to Labor Day. Angus MacDonald seconded the motion. The motion passed unanimously.

Lease Amendment

Joe reported that catalytic converters were stolen from vehicles. As a result, a security guard has been hired for an overnight shift. The long term plan is to get as many vehicles inside as possible. A unit located behind the District’s offices is currently vacant. DOT has a TOD for over \$30,000 to fund security

guard and several months of additional space for vehicle storage. The lease will increase by \$2,650 more per month.

Peter Bierrie made a motion to amend the current lease to allow for the additional space as presented. Charlie Norz seconded the motion. The motion passed unanimously.

CHAIR COMMENTS

The Resolutions honoring John Forbis and Virginia Zawoy have been delivered to the recipients. John Forbis was most appreciative and Virginia’s son will display the document at his home.

Leslie reported that she will send interim emails to Board members as appropriate to keep them informed between meetings.

BOARD MEMBER COMMENTS - None.

ADJOURNMENT

Angus MacDonald made a motion to adjourn the meeting at 12:24 p.m. Peter Bierrie seconded the motion. The motion passed unanimously.

Next Meeting – June 18, 2021 – 9:30 a.m. – ZOOM (a Special meeting may be necessary to vote on the MOA).

Respectfully Submitted,

Suzanne Helchowski
Clerk

ESTUARY TRANSIT DISTRICT
FINANCE COMMITTEE MEETING
WEDNESDAY APRIL 14, 2021

Call to Order

The meeting of the Estuary Transit District Finance Committee was called to order by Susan Tyler at 9:32 a.m. via zoom conference call.

Roll Call

Those in attendance included: Susan Tyler, Charles Norz, Joan Gay, and Peter Bierrie

Staff: Joe Comerford, Halyna Famiglietti and Lisa Gibson

Guest: Tom Apartalas, Auditor, Seward and Monde

Presentation of 19-20 Completed Audit – Seward and Monde

The completed Audit was presented by Tom Apartalas of Seward and Monde. There were no findings related to the financial statements, compliance or internal controls.

“In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Estuary Transit District as of June 30, 2020, and the changes in its net position and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.”

“In our opinion, Estuary Transit District complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2020.”

Tom Apartalas left the meeting at 10:15 a.m. Susan Tyler commended Halyna Famiglietti and Joe Comerford on their attention to detail and management resulting in the positive audit results. Joan Gay made a motion to approve the 19-20 Audit to the ETD Board. Peter Bierrie seconded the motion. The motion passed unanimously.

Discussion of Budget vs. Actual and Cash Flow Forecast

Halyna Famiglietti stated that there are no issues with budget vs. actual for FY 20-21. Halyna Famiglietti stated that there are no concerns regarding cash flow.

Discussion of Items for April 16, 2021 regular Board Meeting

1. Audit

Other Business

None.

The next Finance Committee meeting is scheduled for June 16, 2021 at 9:30 a.m. via zoom conference call.

Adjournment

Joan Gay made a motion to adjourn the meeting at 10:39 a.m. Charlie Norz seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Lisa Gibson
Administrative Secretary

Susan Tyler
Treasurer

ESTUARY TRANSIT DISTRICT
FINANCE COMMITTEE MEETING
WEDNESDAY JUNE 16, 2021

Call to Order

The meeting of the Estuary Transit District Finance Committee was called to order by Susan Tyler at 9:28 a.m. via zoom conference call.

Roll Call

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

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

Guest: None.

Discussion of Budget vs. Actual – Halyna Famiglietti

Halyna Famiglietti stated that there are no issues with Budget vs. Actual for FY 20-21.

Discussion of Cash Flow – Halyna Famiglietti

Halyna Famiglietti stated that there are no concerns regarding Cash Flow.

Discussion of Proposed Budget for 2021-22 – Halyna Famiglietti

Charlie Norz made a motion to present the Proposed Budget for 2021-22 for approval to the Board at the Regular Board Meeting on Friday, June 18th at 9:30 a.m. Peter Bierre seconded the motion. The motion passed unanimously.

Discussion of Items for June 18, 2021 Regular Board Meeting

- Approval of Proposed Budget for 2021-22

Other Business

None.

The next Finance Committee meeting is scheduled for August 18, 2021 at 9:30 a.m. via zoom conference call.

Adjournment

Peter Bierre made a motion to adjourn the meeting at 10:14 a.m. Joan Gay seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Lisa Gibson
Administrative Secretary

Susan Tyler

Estuary Transit District
Middletown Transit District
Joint Memorandum of Agreement Committee Meeting
Zoom Conference Call
Friday, April 16, 2021 at 1:00 PM

Call To Order

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

Roll Call

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

Also in attendance: Leslie Strauss, Charlie Norz, Joe Comerford, Dave Lee, and Christina Denison. Tyler introduced our guest, Charlie Norz, an ETD director who represents Old Saybrook.

Review of Minutes from April 9, 2021

Susan Tyler asked members to submit any comments or corrections to Chris Denison.

MOA Discussion

Susan Tyler reported that the revised MOA Appendices have been sent to Dennis Solensky at CTDOT earlier in the week. To date, the MOA and Appendices have not been reviewed by Dennis or DOT's legal department. Joe Comerford stated that he had spoken with Maureen Lawrence, CT DOT, who indicated that DOT would be meeting next week to discuss the documents.

Susan stressed that time is of the essence based on the guidelines set forth; after June 1, the MOA would need to be re-negotiated.

Susan reported that the MOA was discussed at ETD’s Board meeting earlier in the day with several members expressing concern over the delay in acquiring the Shoreline facility and about the smaller towns losing their “voice”.

Executive Session for the Purpose of Discussing Contract Negotiations

None.

Discussion of Bylaws

Tyler stated our goal in deciding on quorum and voting requirements is to provide for equitable participation by both small and larger municipalities while still maintaining flexibility to conduct business for the expanded district.

The committee discussed the background issues and quorum and voting options and the respective advantages of each. The members have differing opinions about the relative merits of each option. It was agreed that an additional option would be developed for discussion at the next meeting.

Discussion of Next Steps

Susan Tyler asked the members to continue to think about the Quorum and Voting options for the next meeting. In the meantime, she will solicit comments from the non-participating ETD Board member towns. She, Joe Comerford and Dave Lee meet to discuss expanding the options.

Next Meeting

The next scheduled meeting is Friday, April 23 at 11:00 a.m. via ZOOM.

Adjournment

Beverly Lawrence made a motion to adjourn the meeting at 2:05 p.m. Joan Gay seconded the motion. The motion passed unanimously.

Estuary Transit District
Middletown Transit District
Joint Memorandum of Agreement Committee Meeting
Zoom Conference Call
Friday, April 23, 2021 at 11:00 AM

Call To Order

The meeting was called to order by Susan Tyler at 11:06 a.m.

Roll Call

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

Staff: Joe Comerford, Dave Lee, and Christina Denison.

Guests: Leslie Strauss, Charlie Norz, an ETD director who represents Old Saybrook; Karl Kilduff, an ETD director and Clinton Town Manager, and Peter Bierrie, an ETD director representing Essex.

Review of Minutes from April 16, 2021

Susan Tyler asked members to submit any comments or corrections to Chris Denison.

MOA Discussion

Susan Tyler reported that per Maureen Lawrence at DOT, the MOA is being shared with others at DOT.

Executive Session for the Purpose of Discussing Contract Negotiations

None.

Discussion of Bylaws

The revised Quorum and Voting Options handout was circulated.

The committee discussed Option C, which supports a 2/3 majority of towns and a simple majority of weighted votes for Quorum and no tiers for voting (i.e. all issues are treated the same) and a simple majority of both towns and weighted votes of those present for voting. It was unanimously agreed that this option should be incorporated into the by-laws.

David Lee will revise the by-laws to incorporate Option C and present the revised by-laws at the next meeting.

Discussion of Shared Staff

Susan Tyler noted that the MOA contains a provision for shared staffing. A draft of the Employee Services Sharing Agreement and revised Organizational Chart were circulated and reviewed.

Tyler reported that the date of the Employee Sharing Agreement is tied to the date of the MOA, but can be changed, if necessary. Tyler also noted that additional, TOD's are expected on the date the MOA is signed.

The members reviewed the revised Organizational Chart with several members questioning the breakdown of the shared costs.

Tyler also questioned the repayment of any monies paid by districts in the event the merger does not take place.

Joe Comerford will discuss these matter swith Jonathan Shapiro.

Comerford and Jonathan Shapiro will revise the Agreement and draft an Addendum to the Agreement to incorporate the shared breakdown costs to present at the next meeting. Once the Committee approves the Agreement and the Addendum, a motion to send both documents to the Boards for approval will be made.

It was agreed that the Board Chairmen from each district will sign the Agreement.

Discussion of Next Steps

The Committee will review the revised by-laws, the revised Staffing Agreement and Addendum.

Further discussion of a potential change to the charge of the MOA Committees and related decision making for the purpose of overseeing governance issues once the MOA is signed will be continued. It was agreed that Leslie Strauss and Joe Somalis will discuss and agree on any changes.

Next Meeting

The next scheduled meeting is Friday, April 30 at 11:00 a.m. via ZOOM.

Adjournment

Angus McDonald made a motion to adjourn the meeting at 11:54 a.m. Beverly Lawrence seconded the motion. The motion passed unanimously.

Respectfully submitted,

Christina Denison

Estuary Transit District
Middletown Transit District
Joint Memorandum of Agreement Committee Meeting
Zoom Conference Call
Friday, April 30, 2021 at 11:00 AM

Call To Order

The meeting was called to order by Susan Tyler at 11:03 a.m.

Roll Call

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

Staff: Joe Comerford, Dave Lee, and Christina Denison.

Absent: Ed Bailey

MOA Discussion

Susan Tyler reported that DOT's legal department has reviewed the MOA. Dennis Solensky and Rich Andreski are set to review the MOA and will update the committee next week.

Executive Session for the Purpose of Discussing Contract Negotiations

None.

Discussion of Bylaws

The committee reviewed and discussed the revised by-laws, making further revisions.

Discussion of Shared Staff

Deferred to next meeting.

Discussion of Next Steps

Dave Lee will revise the By-Laws based on the discussion of today's meeting.

Joe Comerford will contact Jonathan Shapiro about revising the Shared Staffing Agreement and Addendum by the next meeting on May 7; Shapiro will be invited to attend this meeting.

ETD counsel will also review the Agreement and Addendum

Joe and Jonathan will also review Article V—Section 7 Compensation and Conflict of Interest and Article XIII—Indemnification of the By-laws.

Comerford will provide copies of ETD's and MTD's policies to the committee. Dave Lee will compile a list of potential policies based on the by-laws.

Further discussion of a potential change to the charge of the MOA Committees and related decision making for the purpose of overseeing governance issues once the MOA is signed will be continued.

Next Meeting

The next scheduled meeting is Friday, May 7 at 11:00 a.m. via ZOOM.

Adjournment

Joan Gay made a motion to adjourn the meeting at 12:01 p.m. Laura Francis seconded the motion. The motion passed unanimously.

Respectfully submitted,

Christina Denison
Clerk

Estuary Transit District
Middletown Transit District
Joint Memorandum of Agreement Committee Meeting
Zoom Conference Call
Friday, May 7, 2021 at 11:00 a.m.

Call To Order

The meeting was called to order by Susan Tyler at 11:06 a.m.

Roll Call

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

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

Executive Session for the purpose of discussing Contract Negotiations

A motion was made to enter Executive Session for the purpose of discussing MOA contract negotiations by Ed Bailey and seconded by Joan Gay. Invited into the Executive Session were all committee members, Leslie Strauss, Jonathan Shapiro, Dave Lee, and Christina Denison. The Executive Session commenced at 11:08 am.

No actions were taken in Executive Session. The Executive Session concluded at 11:34 a.m.

Discussion of Bylaws

The committee reviewed and discussed the revisions made by Jonathan Shapiro, legal counsel, making further revisions.

Discussion of Shared Staff

Deferred to future meeting.

Next Steps

- Joe Comerford, Laura Francis, and Susan Tyler will follow-up with CTDOT regarding the MOA.
- Atty. Shapiro will continue to revise the MOA.
- Board policies will be reviewed at the 5/14/2021 meeting.

Old Business

Leslie Strauss reported that she and Joe Samolis have discussed about changing the charge of the committee.

New Business

None

Next Meeting

The next meeting is scheduled for Friday, May 14 via ZOOM at 11:00 am.

Adjournment

A motion to adjourn was made by Angus McDonald and seconded by Ed Bailey. The meeting was adjourned at 12:15 pm.

Respectfully submitted,

Christina Denison
Clerk

Estuary Transit District
Middletown Transit District
Joint Memorandum of Agreement Committee Meeting
Zoom Conference Call
Friday, May 14, 2021 at 11:00 a.m.

Call To Order

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

Roll Call

A quorum was established with the following committee members present: Ed Bailey (arrived 11:40 a.m.), Laura Francis, Joan Gay, Beverly Lawrence, and Susan Tyler.

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

Executive Session for the purpose of discussing Contract Negotiations

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

No actions were taken in Executive Session. The Executive Session concluded at 11:42 a.m.

Discussion of Bylaws

Deferred to future meeting.

Discussion of Board Policies

The list of Suggested Board Policies was reviewed and discussed as to what items should be policies and which should be incorporated into the by-laws.

Susan Tyler suggested that an indemnification policy is needed. A policy regarding the appointment of committee alternates was also recommended. Joe Comerford noted that the issue of committee member attendance also needs to be addressed.

It was agreed that a Board Handbook will be given to all members.

Beverly Lawrence suggested an orientation for all board members.

Susan Tyler noted that Jonathan Shapiro, counsel, is drafting staggering language for board appointments.

Discussion of Shared Staff

Deferred to future meeting.

Next Steps

- Joan Gay will continue to develop a legislative strategy.
- Dave Lee will begin drafting Board Policies based on today’s discussion.
- Committee members will review the latest By-law revisions which will be reviewed at the 5/21/2021 meeting.

Old Business

Leslie Strauss reported that she and Joe Samolis agree on amending the charge of the committee to include governance issues; she and Samolis will draft language to present to both Boards.

Leslie Strauss and Jonathan Shapiro are working on establishing a deadline for the towns to pay their dues. Questions arose as to enforceability.

New Business

None

Next Meeting

The next meeting is scheduled for Friday, May 21 via ZOOM at 11:00 am.

Adjournment

A motion to adjourn was made by Laura Francis and seconded by Beverly Lawrence. The meeting was adjourned at 12:08 pm.

Respectfully submitted,

Christina Denison
Clerk

Estuary Transit District
Middletown Transit District
Joint Memorandum of Agreement Committee Meeting
Zoom Conference Call
Friday, May 21, 2021 at 11:00 a.m.

Call To Order

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

Roll Call

A quorum was established with the following committee members present: Ed Bailey, Joan Gay, Beverly Lawrence (arrived at 11:15 a.m.), Angus McDonald, and Susan Tyler.

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

Executive Session for the purpose of discussing Contract Negotiations

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

No actions were taken in Executive Session. A motion to leave Executive Session was made by Beverly Lawrence and seconded by Ed Bailey. The Executive Session concluded at 11:28 a.m.

Discussion of Bylaws

The most recent changes to the Bylaws were reviewed and discussed. Further review and revisions by legal counsel are needed.

Discussion of Board Policies

Deferred to future meeting.

Discussion of Shared Staff

Deferred to future meeting.

Next Steps

- Susan Tyler will draft a follow-up email to Dennis Solensky.
- Dave Lee will continue drafting Board Policies.
- Jonathan Shapiro, legal counsel, will continue to revise the by-laws.

Old Business

Charges, as well as a name, for the transition committee were discussed and members were asked to bring any further suggestions to the May 28 meeting.

Susan Tyler stated that she hoped all current MOA committee members would remain.

Tyler would like to finalize the charges by June 10 to present at the next ETD Board meeting on June 18.

New Business

None

Next Meeting

The next meeting is scheduled for Friday, May 28 via ZOOM at 1:00 p.m.

Adjournment

A motion to adjourn was made by Ed Bailey and seconded by Angus McDonald. The meeting was adjourned at 11:57 a.m.

Respectfully submitted,

Christina Denison
Clerk

Estuary Transit District
 Middletown Transit District
 Joint Memorandum of Agreement Committee Meeting
 Zoom Conference Call
 Friday, May 28, 2021, at 1:00 p.m.

Call To Order

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

Roll Call

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

Absent: Ed Bailey

Also in attendance: Joseph Comerford (arrived at 1:17 p.m.), Leslie Strauss, Dave Lee, Jonathan Shapiro, and Christina Denison

Executive Session for the purpose of discussing Contract Negotiations.

A motion was made to enter Executive Session for the purpose of discussing MOA contract negotiations with CT DOT by Angus McDonald and seconded by Joan Gay. The motion passed unanimously. Invited into the Executive Session were all committee members, Leslie Strauss, Joe Comerford, Dave Lee, Jonathan Shapiro, and Christina Denison. The Executive Session commenced at 1:03 p.m.

No actions were taken in Executive Session. A motion to leave Executive Session was made by Angus McDonald and seconded by Joan Gay. The Executive Session concluded at 1:35 p.m.

Discussion of Bylaws

The most recent changes to the Bylaws were reviewed and discussed. Further review and revisions are needed.

Discussion of Board Policies

A draft of Board Operations Policies was reviewed and discussed; further revisions are needed. A reimbursement policy and an investment policy will be drafted and included.

Discussion of Shared Staff

Deferred to future meeting. Revisions are needed to the Shared Staffing Agreement and the Addendum.

Next Steps

- Committee members to continue reviewing the Board Policies document and to bring suggestions to next meeting.

- Dave Lee will draft a Conflict-of-Interest Statement.
- Dave Lee will revise the by-laws based on the day’s discussion and circulate a “clean” copy to committee members prior to the next meeting.
- Susan Tyler, Laura Francis, and Joe Comerford will follow-up with Dennis Solensky on Wednesday, June 2, 2021, if there has been no response to earlier emails.
- Dave Lee will continue to revise the board policies. Tyler will send out ETD committee structure documents to aide him.

Old Business

Discussion of committee charge change deferred to next meeting.

New Business

None

Next Meeting

The next meeting is scheduled for Friday, June 4, 2021, via ZOOM at 11:0 a.m.

Adjournment

A motion to adjourn was made by Laura Francis and seconded by Angus McDonald. The meeting was adjourned at 2:08 p.m.

Respectfully submitted,

Christina Denison
Clerk

Estuary Transit District
Middletown Transit District
Joint Memorandum of Agreement Committee Meeting
Zoom Conference Call
Friday, June 4, 2021, at 11:00 a.m.

Call To Order

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

Roll Call

A quorum was established with the following committee members present: Joan Gay, Beverly Lawrence, Angus McDonald (arrived at 11:07 a.m.), Laura Francis, and Susan Tyler.

Absent: Ed Bailey

Also in attendance: Joseph Comerford, Leslie Strauss, Dave Lee, Jonathan Shapiro (arrived at 11:09 a.m.), and Christina Denison

Executive Session for the purpose of discussing Contract Negotiations.

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

No actions were taken in Executive Session. A motion to leave Executive Session was made by Angus McDonald and seconded by Joan Gay. The Executive Session concluded at 11:41 a.m.

Discussion of Bylaws

Dave Lee reported that the final draft incorporates all the suggestions made by the committee and by MAT's legal counsel. ETD's legal counsel will now review the document, and the by laws will be presented to each districts' Board for approval at a future date.

Discussion of Board Policies

Deferred to future meeting.

Discussion of Shared Staff

Deferred to future meeting.

Discussion of Future Meeting Schedule

Beginning Monday, June 14, 2021, meetings will be held at 11:00 a.m. on Mondays via ZOOM.

Old Business

Susan Tyler reported that the charge language will be presented for approval to each districts' board at their respective June meetings.

New Business

Leslie Strauss and Joe Comerford have been working with a marketing firm regarding the potential merger of the districts. Joe presented a draft of the pamphlet; a final version is expected shortly. Comerford reported that the cost of the pamphlet will be shared between the districts, if CTDOT does not cover the cost.

Next Steps

1. Dave Lee will continue working on Board Policies; and
2. Work will continue on the Shared Staffing Agreement and Addendum.

Next Meeting

The next meeting is scheduled for Monday, June 14, 2021, via ZOOM at 11:00 a.m.

Adjournment

The meeting was adjourned at 11:54 a.m.

Respectfully submitted,

Christina Denison
Clerk

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

ESTUARY TRANSIT DISTRICT
SPECIAL SERVICE STUDY COMMITTEE MEETING
VIA ZOOM
THURSDAY, APRIL 22, 2021

CALL TO ORDER

The meeting was called to order by Chairman, Charles Norz, at 9:07 a.m.

ROLL CALL

A quorum was established with the following Committee members present: Charlie Norz, Peter Bierrie and Tim Griswold

Also in attendance: Joseph Comerford and Christina Denison

REVIEW OF STUDY RECOMMENDATIONS

Charles Norz stated that the purpose of the meeting was to evaluate and make recommendations as to what projects should be completed first.

Joe Comerford noted that while all the projects in the RiverCog study had merit, funding is an issue, and for the time being, the committee could only prioritize what programs should be implemented.

Based on the RiverCog study, the Committee concluded that operating funds should be pursued for the following projects:

1. Route 641: Joe Comerford stated that improvements to Rt. 641 are a top priority because it is the “backbone” of the system; providing hourly service, adding additional morning/evening hours on weekdays, and adding Sunday service are all key.
2. Expanded weekend service: Joe noted that on-board surveys determined a majority of riders desire Sunday service. Comerford stated that the State is looking at expanding weekend service, especially on Sundays, throughout the State.
3. Increased frequency: Joe reported that many routes currently operate at a 2-hr. frequency, noting that 60 minutes would improve overall reliability. Two-thirds of riders surveyed desired more frequency.

4. Pulsing: Comerford stated that pulsing would be a “gigantic” improvement, reducing the wait time for transfers; however, pulsing would require the acquisition of another bus and the implementation of a new route 640 on the shoreline.

5. XtraMile zones: Comerford noted that the shoreline’s XtraMile zone has proven to be very successful, especially among younger riders, showing a 75% increase in ridership since its implementation. The State is looking at expanding service to other parts of the State.

NEXT STEPS

Project costs will be calculated, and the projects will be ranked.

DISCUSSION OF ITEMS FOR THE JUNE 18, 2021 BOARD MEETING

None

NEXT MEETING

Date to be determined following the June Board Meeting.

ADJOURNMENT

Peter Bierrie made a motion to adjourn the meeting at 10:34 a.m. Tim Griswold seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Christina Denison

Charles Norz
Chairman

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

ESTUARY TRANSIT DISTRICT
ANNUAL FIRST SELECTMEN MEETING
ZOOM CONFERENCE CALL
WEDNESDAY, JUNE 9, 2021, at 8:00 A.M.

Call To Order

The meeting was called to order by Joan Gay, Legislative Committee Chair at 8:03 a.m.

ROLL CALL

Those in attendance included:

First Selectmen /women: Angus McDonald, Deep River; Catherine Iino, Killingworth; Charlene Janecek, representing Chester; Carl Fortuna, Old Saybrook; Laura Francis, Durham; Peggy Lyons, Madison; Karl Kilduff, Clinton; Tim Griswold, Old Lyme; and Bob McGarry, Haddam

ETD Board Members (non-First Selectmen/women): Joan Gay, Charles Norz, Peter Bierrie, Susan Tyler, and Leslie Strauss

Staff: Joseph Comerford, Halyna Famiglietti, and Christina Denison

PRESENTATION TO FIRST SELECTMEN

Joan Gay welcomed the First Selectmen. Introductions were made.

Joe Comerford presented a Power Point presentation. Topics included:

- Background
- Covid-19 Impacts
- XtraMile update
- ParkConnect Pilot Program
- Technology updates
- Update on Governance; and
- Regional Bus Study



First Selectman
Breakfast Presentati

Cathy Iino, First Selectwoman from Killingworth, asked if any there had been any transmission of the virus on the buses. Comerford reported that there had been none, although several employees had become ill with the virus from outside sources.

Susan Tyler, Co-Chair of the Joint ETD/MTD MOA Committee, and Laura Francis, Durham's First Selectwoman and Co-Chair of the Joint MOA Committee, presented the slides on the Expanded ETD ("merger").

Tyler and Francis noted that the two boards have worked well together and stressed that the items in the MOA are necessary; funds are needed for staffing and a new facility. Francis reiterated that everything being asked for in the MOA is supported by the RiverCog transit study.

Cathy lino asked if there were any personnel differences between the districts. Joe Comerford responded that there are benefit differences which will need to be addressed and the goal is to "not make any employee worse off." He indicated that the merger would put the newly formed district over 50 employees, leading to policy changes, including FMLA, EEO and ACA.

Tyler also noted MAT is unionized and ETD is not; the union contract expires in 2023.

Tim Griswold, Old Lyme First Selectman and ETD Board Member, asked why the situation is tenuous? Tyler responded that the lack of multi-year financial commitments is worrisome. She noted that CTDOT legal department has taken this stance on other projects statewide.

Joan Gay discussed the prior actions of the Legislative Committee involving our ETD Senators and Representatives. If needed, the strategy for the expanded ETD ("merger") will include the MAT legislators. We would be contacting the legislators on the Transportation Committee, and then all other legislators to identify issues regarding the ETD expansion and what steps would be needed to communicate with CTDOT. We would also pursue individual contracts from ETD, MAT and First Selectmen/women to contact those legislators with whom they have an established relationship. Hopefully, this approach will not be necessary, but, should it become necessary, we have a defined strategy to implement.

Tyler, Francis and Comerford will be meeting with CTDOT early next week to further negotiate.

Joan Gay thanked everyone for attending and opened the floor to questions/comments.

Joe Comerford thanked everyone for their support in getting through the pandemic.

Leslie Strauss, ETD Board Chair, reported that ETD has leased additional space in Centerbrook for bus storage due to theft of catalytic converters.

Peggy Lyons, Madison First Selectwoman thanked Comerford and his staff for getting the ParkconneCT project off the ground so quickly. Lyons asked if American Rescue Care Funds could be used for future projects, indicating that Madison would be amenable to help fund such projects.

Cathy lino asked if there were any long-term effects on work patterns following the pandemic that will affect transit? Comerford responded that rail service and commuter buses have been greatly impacted due to employees working from home; however there has been little impact on service in the district as most riders are essential workers employed in the service sector.

ADJOURNMENT

The meeting was adjourned at 9:12 a.m.

Respectfully submitted,

Christina Denison
Clerk

9 Town Transit First Selectman Virtual “Breakfast” Meeting

Connecting Your Connecticut

A service of the Estuary Transit District



Section VI, Item 8.



Topics

- ▶ Background
- ▶ COVID-19 Impacts
- ▶ XtraMile Update
- ▶ ParkConneCT Pilot
- ▶ Technology
- ▶ Update on Governance
- ▶ Regional Bus Study

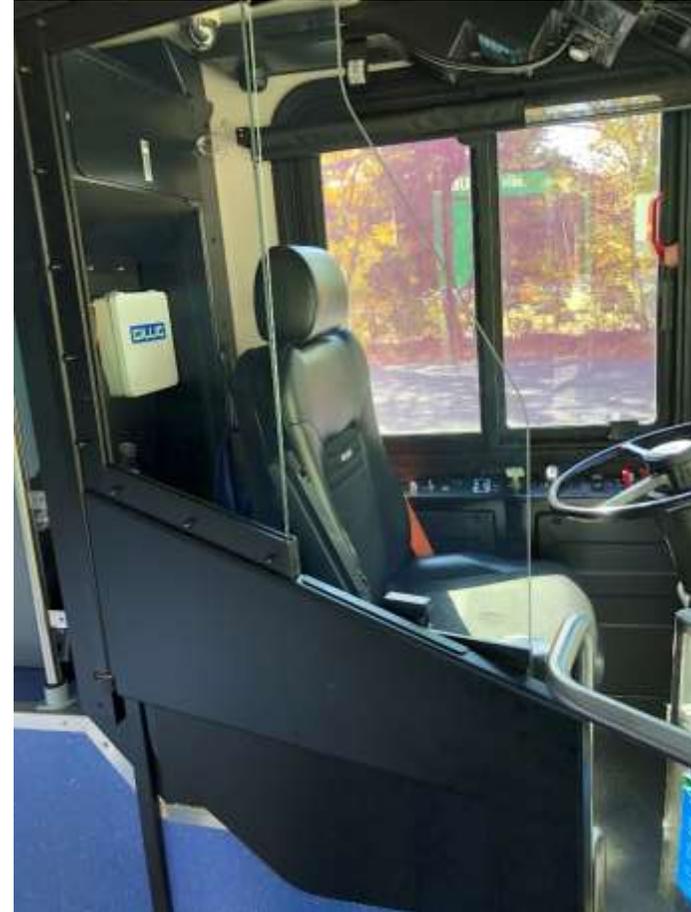
About 9 Town Transit

- ▶ 9 Town Transit is the operating name of the Estuary Transit District, a quasi-municipal entity created under CGS Chapter 103(a) by the towns of Chester, Clinton, Deep River, Essex, Killingworth, Lyme, Old Lyme, Old Saybrook and Westbrook.
- ▶ About 100,000 trips annually (pre-COVID)
 - ▶ 60% all trips are employment related
- ▶ Services
 - ▶ Five Regional Bus Routes
 - ▶ General Public Dial-A-Ride
 - ▶ ADA Paratransit
 - ▶ On-demand XtraMile
 - ▶ Taxi Vouchers
 - ▶ Clinton Trolley
- ▶ Fares between \$.85 - \$3.50; *free weekends through Labor Day*
- ▶ Operating costs are funded 65% state, 15% federal, 10% local & 10% fares



COVID-19

- ▶ All services continued to run throughout pandemic to support essential workers and essential trips
- ▶ Ridership for 2020 was down 40%
- ▶ High turnover of bus operators during the year
- ▶ Revenue loss due to free fares March 2020 through November 2020 and loss of contract revenue
- ▶ Increased costs due to:
 - ▶ Personal protective equipment
 - ▶ Increased cleaning frequency
 - ▶ Driver barriers
 - ▶ Additional bus operators to cover increased absences
- ▶ CARES Act provided 100% federal funds to cover lost revenue and increased costs



COVID-19

- ▶ Masks are still required on-board (TSA requirement)
- ▶ Seats are marked for social distancing
- ▶ Hand sanitizer installed at entrance
- ▶ Taxi service provided for transportation to testing and/or vaccination sites at no cost to customers



XtraMile

- ▶ On-demand public transit
 - ▶ Call bus through app, website or by phone
 - ▶ Average wait time of 12 minutes
- ▶ First mile/last mile connector for Old Saybrook and Westbrook train stations
- ▶ Began as pilot May 6th 2019 and has become permanent due to success
- ▶ Currently Fare free
- ▶ Provided 10,796 trips in 2020



ParkConneCT Pilot

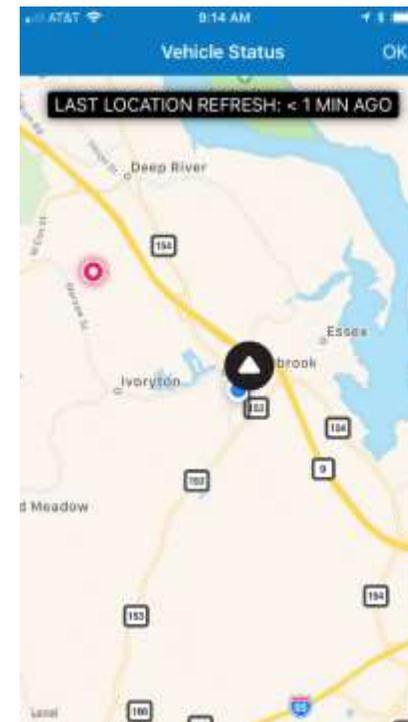
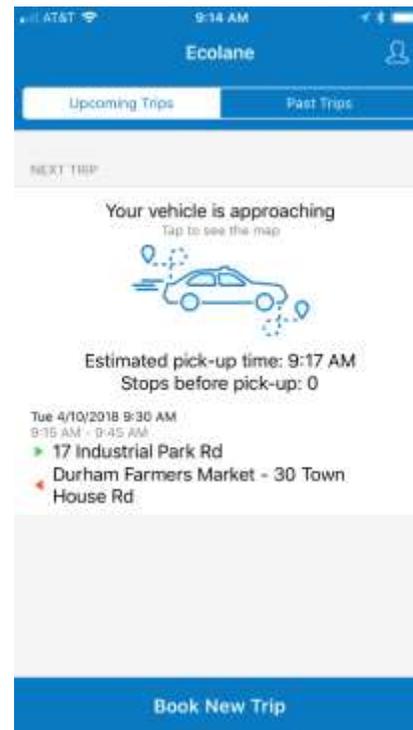
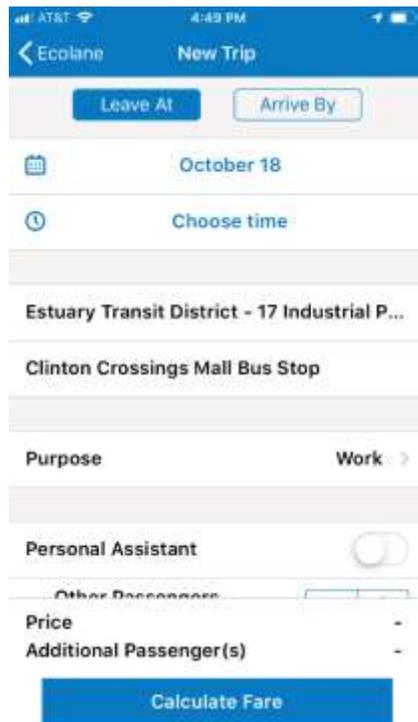


- ▶ Partnership with DEEP and DOT to improve access to state parks and mitigate congestion with 100% state funds
- ▶ Runs May 28 - September 6, 2021 as a fare free pilot
- ▶ Extends routes 641 and 645 to Saturday, Sunday and holidays
- ▶ Extends Clinton Trolley to Hammonasset Beach and increases to 7 days a week
- ▶ Provides new Madison Shuttle from Hammonasset Beach to Madison 7 days a week



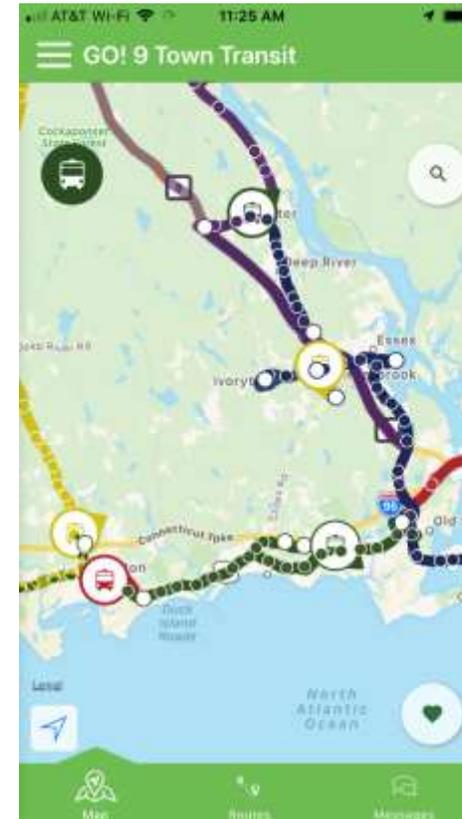
Technology

- ▶ Passenger app for our Dial-A-Ride and ADA Paratransit
 - ▶ Customers can book, cancel and pay for trips
 - ▶ A notification is sent when the bus is on its way
 - ▶ Ability to view the location of the bus



Technology

- ▶ Interactive Voice Response
 - ▶ Calls Dial-A-Ride customers the night before to remind them of trip and gives ability to cancel with push of a button
 - ▶ Calls shortly before arrival with estimated arrival time
- ▶ Automatic Vehicle Locating
 - ▶ Allows customers to track the real-time location of route buses
- ▶ Mobile Fare Payment
 - ▶ App that allows customers to pay on phone
 - ▶ Always provides best value to customer
- ▶ All capital projects funded with 80% federal and 20% state funding



Regional Bus Study Service Recommendations

- ▶ RiverCOG, ETD and Middletown Area Transit completed the service study in November 2020 including recommended:
 - ▶ Hourly service in the 9 Town Transit region
 - ▶ Pulsing routes at the Old Saybrook Train station to improve transfers
 - ▶ Additional Saturday Service
 - ▶ Additional Shoreline Shuttle weekday service
 - ▶ Year-round Sunday service
 - ▶ Additional XtraMile zones
- ▶ Committee formed to prioritize recommendations.
- ▶ Anticipated public hearings this year on proposed changes that have little to no cost.
- ▶ Additional funding will be required for many of the recommendations, which DOT is reviewing at this time.

Governance Update - MOA

- ▶ As recommended by the 2020 LCRV Bus Study, ETD is working with MAT to expand to include the 3 current MAT members, making a 12 member ETD.
- ▶ A Joint ETD and MAT MOA Committee developed the MOA

ETD	MAT
Susan Tyler - Co-Chair	Laura Francis - Co-Chair
Joan Gay	Ed Bailey
Angus McDonald	Beverly Lawrence

- ▶ A 3-member team consisting of Laura Francis, Susan Tyler and Joe Comerford is negotiating the MOA with CTDOT.

Governance Update - MOA

- ▶ The Joint MOA Committee held 25 meetings between 11/18/20 and 6/4/21.
 - ▶ The 6 committee members as well as up to 4 staff members have contributed hundreds of hours of work on this project.
 - ▶ Significant additional time spent on material preparation and review.

- ▶ The MOA as originally submitted is completely consistent with the recommendations of the 2020 Transit Bus Study and includes provisions on:
 - ❖ Transition
 - ❖ Governance
 - ❖ Staffing
 - ❖ Finances
 - ❖ Operations
 - ❖ Facilities
 - ❖ MOA oversight
 - ❖ Implementation plan

Governance Update - MOA Timeline

Date	Result
February 2, 2021	Joint MOA Committee submitted a comprehensive MOA to CTDOT.
April 9, 2021	Reached tentative verbal agreement with Dennis Solensky of CTDOT after 3 meetings with MOA Negotiating team.
May 6, 2021	Received verbal notification that CTDOT Legal Department supports the provisions of the MOA but wants the document to be a Promissory Letter rather than an MOA due to concern of DOT making multi-year financial commitments.
TBD	Awaiting receipt of the document to determine its consistency with the MOA originally submitted. Further negotiations may be required.

Governance Update - Progress

- ▶ While the MOA negotiations are ongoing, many things have occurred to move toward consolidation of the districts:
 - ▶ The charge to the MOA committee has been changed to give it responsibility to manage the expansion transition going forward. To date the Committee has worked on:
 - ❖ Revised Bylaws for the expanded district
 - ❖ Board governance policies
 - ❖ Shared staffing agreement
 - ❖ Marketing brochure for the expansion
 - ▶ A Special Projects Manager was hired in March to work on expansion-related issues, whose cost is shared equally by the districts using their own funds.
 - ▶ There are now 6 staff who are shared between the districts.
 - ▶ Administrative staff from ETD moved offices to MAT on May 4, thereby consolidating management in one location.
 - ▶ Capital funds to begin consolidation have been provided by CTDOT

Governance Update - Implementation

Date	Activity
Ongoing	CTDOT is acquiring the land for the MAT shared maintenance facility.
TBD - July 2022	Formalize shared management and prepare operations for ETD expansion.
TBD - December 2021	MAT member towns are expected to vote to become part of the expanded ETD, with ETD voting to accept new towns by end of 2021
September 1, 2021	CTDOT to program funding for acquisition of land for the Shoreline facility
July 1, 2022	Begin operation as expanded ETD.
After July 1, 2022	Additional towns may join the expanded ETD. (i.e., Portland, East Hampton, Haddam, East Haddam, Cromwell, Madison)
July 1, 2023	Shoreline facility land acquisition completed.

Note: Timeline is based upon verbal agreement made with CTDOT but contingent on final written agreement.

Thank You For Your Support!



ESTUARY TRANSIT DISTRICT					
For the Period July 1, 2020 to April 30, 2021					
	YTD ACTUAL	YTD BUDGET AMOUNT	YTD VARIANCE	TOTAL FYE 21 BUDGET	REMAININ G BUDGET
REVENUE					
405 · FAREBOX REVENUE	\$ 37,824	\$ 71,625	\$ (33,801)	\$ 85,950	\$ 48,126
405 · DURHAM & HADDAM REVENUE	\$ 25,510	\$ 12,042	\$ 13,468	\$ 14,450	\$ (11,060)
405 · MIDDLESEX HOSPITAL PHP	\$ 5,247	\$ 32,917	\$ (27,670)	\$ 39,500	\$ 34,254
405 · OTHER REVENUE	\$ 18	\$ 17,625	\$ (17,607)	\$ 21,150	\$ 21,132
408 · ADVERTISING	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ (10,000)
CARES ACT	\$ 4,075	\$ 120,963	\$(116,887)	\$ 163,180	\$ 159,105
TOTAL REVENUE	\$ 82,674	\$ 255,171	\$(172,497)	\$ 324,230	\$ 241,556
EXPENSES					
501 · LABOR	\$ 607,316	\$ 699,146	\$ 91,830	\$ 838,975	\$ 231,659
502 · FRINGE BENEFITS	\$ 307,096	\$ 295,792	\$ (11,305)	\$ 354,950	\$ 47,854
503 · SERVICES	\$ 36,422	\$ 42,917	\$ 6,495	\$ 51,500	\$ 15,078
503.01 · MANAGEMENT	\$ 134,667	\$ 200,000	\$ 65,333	\$ 240,000	\$ 105,333
503.10 · MAINTENANCE	\$ 117,448	\$ 155,146	\$ 37,698	\$ 186,175	\$ 68,727
504 · MATERIALS & SUPPLIES	\$ 12,054	\$ 8,646	\$ (3,408)	\$ 10,375	\$ (1,679)
505 · UTILITIES	\$ 46,190	\$ 38,542	\$ (7,649)	\$ 46,250	\$ 60
506 · CASUALTY & LIABILITY COST	\$ 25,540	\$ 20,000	\$ (5,540)	\$ 24,000	\$ (1,540)
507 · FUEL	\$ 115,803	\$ 197,083	\$ 81,281	\$ 236,500	\$ 120,697
509 · MISCELLANEOUS EXPENSE	\$ 33,346	\$ 16,417	\$ (16,929)	\$ 19,700	\$ (13,646)
Contingency	\$ 7,819	\$ 25,667	\$ 17,848	\$ 30,800	\$ 22,981
TOTAL EXPENSES	\$ 1,443,699	\$ 1,699,354	\$ 255,655	\$ 2,039,225	\$ 595,526

	Surplus/ (Deficit)		
	DOT	LOCAL	Local Reserved for DAR
Regional Shuttle	\$ -		
RT.81	\$ -		
Mid-Shore Shuttle	\$ 15,250		
Riverside Shuttle Ext.	\$ 4,918		
TOC		\$ -	
MGP		\$ -	
DAR		\$ -	
Trolley		\$ -	
TOTAL	\$ 20,168	\$ -	\$ -

XMILE		\$ -	
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REGIONAL SHUTTLE					
For the Period July 1, 2020 to April 30, 2021					
	YTD Actuals	YTD Budget	YTD VARIANCE	TOTAL FY 21 BUDGET	REMAINING BUDGET
REVENUE					
405 · FAREBOX REVENUE	\$ 27,354	\$ 50,000	\$ (22,646)	\$ 60,000	\$ 32,646
405 · DURHAM & HADDAM REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -
405 · MIDDLESEX HOSPITAL PHP	\$ -	\$ 25,000	\$ (25,000)	\$ 30,000	\$ 30,000
405 · OTHER REVENUE	\$ -	\$ 17,625	\$ (17,625)	\$ 21,150	\$ 21,150
408 · ADVERTISING	\$ -	\$ -	\$ -	\$ -	\$ -
CARES ACT	\$ 4,075	\$ 83,417	\$ (79,341)	\$ 100,100	\$ 96,025
TOTAL REVENUE	\$ 31,429	\$ 176,042	\$ (144,613)	\$ 211,250	\$ 179,821
EXPENSES		\$ -			
501 · LABOR	\$ 321,001	\$ 390,000	\$ 68,999	\$ 468,000	\$ 146,999
502 · FRINGE BENEFITS	\$ 169,346	\$ 176,250	\$ 6,904	\$ 211,500	\$ 42,154
503 · SERVICES	\$ 26,388	\$ 27,083	\$ 696	\$ 32,500	\$ 6,112
503.01 · MANAGEMENT	\$ 121,200	\$ 180,000	\$ 58,800	\$ 216,000	\$ 94,800
503.10 · MAINTENANCE	\$ 50,906	\$ 66,667	\$ 15,761	\$ 80,000	\$ 29,094
504 · MATERIALS & SUPPLIES	\$ 5,141	\$ 3,750	\$ (1,391)	\$ 4,500	\$ (641)
505 · RENT & UTILITIES	\$ 35,914	\$ 30,417	\$ (5,497)	\$ 36,500	\$ 586
506 · CASUALTY & LIABILITY COST	\$ 12,677	\$ 8,333	\$ (4,344)	\$ 10,000	\$ (2,677)
507 · FUEL	\$ 46,797	\$ 84,167	\$ 37,370	\$ 101,000	\$ 54,203
509 · MISCELLANEOUS EXPENSE	\$ 20,891	\$ 6,667	\$ (14,224)	\$ 8,000	\$ (12,891)
Contingency	\$ -	\$ -	\$ -		\$ -
TOTAL EXPENSES	\$ 810,261	\$ 973,333	\$ 163,073	\$ 1,168,000	\$ 357,739
DEFICIT	\$ 778,832	\$ 797,292	\$ 18,460	\$ 956,750	\$ 177,918
DOT	\$ 753,878	\$ 753,878		\$ 904,654	\$ 150,776
LOCAL	\$ 24,953				
Surplus/(Deficit)	\$ -				

RT. 81 - Madison-Middletown					
For the Period July 1, 2020 to April 30, 2021					
	YTD Actuals	YTD Budget	YTD VARIANCE	TOTAL FY 21 BUDGET	REMAINING BUDGET
REVENUE					
405 · FAREBOX REVENUE	\$ 1,605	\$ 1,292	\$ 314	\$ 1,550	\$ (55)
405 · DURHAM & HADDAM REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -
405 · MIDDLESEX HOSPITAL PHP	\$ -	\$ -	\$ -	\$ -	\$ -
405 · OTHER REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -
408 · ADVERTISING	\$ -	\$ -	\$ -	\$ -	\$ -
CARES ACT	\$ -	\$ -	\$ -	\$ 7,050	\$ 7,050
TOTAL REVENUE	\$ 1,605	\$ 1,292	\$ 314	\$ 8,600	\$ 6,995
EXPENSES					
		\$ -			
501 · LABOR	\$ 66,330	\$ 55,833	\$ (10,496)	\$ 67,000	\$ 670
502 · FRINGE BENEFITS	\$ 22,819	\$ 21,250	\$ (1,569)	\$ 25,500	\$ 2,681
503 · SERVICES		\$ -			
503.01 · MANAGEMENT		\$ -			
503.10 · MAINTENANCE	\$ 15,757	\$ 21,667	\$ 5,910	\$ 26,000	\$ 10,243
504 · MATERIALS & SUPPLIES		\$ -		\$ -	
505 · RENT & UTILITIES	\$ 822	\$ 1,292	\$ 470	\$ 1,550	\$ 728
506 · CASUALTY & LIABILITY COST		\$ -			
507 · FUEL	\$ 16,220	\$ 27,750	\$ 11,530	\$ 33,300	\$ 17,080
509 · MISCELLANEOUS EXPENSE	\$ 8,361	\$ 4,375	\$ (3,986)	\$ 5,250.00	\$ (3,111)
Contingency					
TOTAL EXPENSES	\$ 130,307	\$ 132,167	\$ 1,859	\$ 158,600	\$ 28,293
DEFICIT	\$ 128,702	\$ 130,875	\$ 2,173	\$ 150,000	\$ 21,298
DOT	\$ 128,702				
Surplus/(Deficit)	\$ -				

MID-SHORE SHUTTLE					
For the Period July 1, 2020 to April 30, 2021					
	YTD Actuals	YTD Budget	YTD VARIANCE	TOTAL FY 21 BUDGET	REMAINING BUDGET
REVENUE					
405 · FAREBOX REVENUE	\$ 921	\$ 2,958	\$ (2,038)	\$ 3,550	\$ 2,629
405 · DURHAM & HADDAM REVENUE	\$ -	\$ -	\$ -		\$ -
405 · MIDDLESEX HOSPITAL PHP	\$ -	\$ -	\$ -		\$ -
405 · OTHER REVENUE	\$ -	\$ -	\$ -		\$ -
408 · ADVERTISING	\$ -	\$ -	\$ -		\$ -
CARES ACT	\$ -	\$ -	\$ -	\$ 7,625	\$ 7,625
TOTAL REVENUE	\$ 921	\$ 2,958	\$ (2,038)	\$ 11,175	\$ 10,254
EXPENSES					
501 · LABOR	\$ 61,174	\$ 78,333	\$ 17,160	\$ 94,000	\$ 32,826
502 · FRINGE BENEFITS	\$ 42,476	\$ 29,167	\$ (13,309)	\$ 35,000	\$ (7,476)
503 · SERVICES		\$ -	\$ -		
503.01 · MANAGEMENT		\$ -	\$ -		
503.10 · MAINTENANCE	\$ 18,831	\$ 23,292	\$ 4,461	\$ 27,950	\$ 9,119
504 · MATERIALS & SUPPLIES		\$ -	\$ -		
505 · RENT & UTILITIES	\$ 948	\$ 1,375	\$ 427	\$ 1,650	\$ 702
506 · CASUALTY & LIABILITY COST		\$ -	\$ -		
507 · FUEL	\$ 18,716	\$ 29,750	\$ 11,034	\$ 35,700	\$ 16,984
509 · MISCELLANEOUS EXPENSE	\$ 1,782	\$ 2,729	\$ 947	\$ 3,275	\$ 1,493
Contingency	\$ 5,633	\$ 16,333	\$ 10,700	\$ 19,600	\$ 13,967
TOTAL EXPENSES	\$ 149,559	\$ 180,979	\$ 31,420	\$ 217,175	\$ 67,616
DEFICIT	\$ 148,639	\$ 178,021	\$ 29,382	\$ 206,000	\$ 57,361
DOT	\$ 163,889				
Surplus/(Deficit)	15,250				

Riverside EXT					
For the Period July 1, 2020 to April 30, 2021					
	YTD Actuals	YTD Budget	YTD VARIANCE	TOTAL FY 21 BUDGET	REMAINING BUDGET
REVENUE					
405 · FAREBOX REVENUE	\$ 261	\$ 1,958	\$ (1,698)	\$ 2,350	\$ 2,089
405 · DURHAM & HADDAM REVENUE		\$ -	\$ -		\$ -
405 · MIDDLESEX HOSPITAL PHP		\$ -	\$ -		\$ -
405 · OTHER REVENUE		\$ -	\$ -		\$ -
408 · ADVERTISING		\$ -	\$ -		\$ -
CARES ACT		\$ -	\$ -	\$ 3,350	\$ 3,350
TOTAL REVENUE	\$ 261	\$ 1,958	\$ (1,698)	\$ 5,700	\$ 5,439
EXPENSES					
501 · LABOR	\$ 40,674	\$ 37,521	\$ (3,153)	\$ 45,025	\$ 4,351
502 · FRINGE BENEFITS	\$ 17,964	\$ 11,083	\$ (6,881)	\$ 13,300	\$ (4,664)
503 · SERVICES		\$ -			
503.01 · MANAGEMENT		\$ -			
503.10 · MAINTENANCE	\$ 6,060	\$ 7,771	\$ 1,711	\$ 9,325	\$ 3,265
504 · MATERIALS & SUPPLIES		\$ -			
505 · RENT & UTILITIES	\$ 316	\$ 458	\$ 142	\$ 550	\$ 234
506 · CASUALTY & LIABILITY COST		\$ -	\$ -		
507 · FUEL	\$ 6,239	\$ 9,917	\$ 3,678	\$ 11,900	\$ 5,661
509 · MISCELLANEOUS EXPENSE	\$ 451	\$ 333	\$ (118)	\$ 400	\$ (51)
Contingency	\$ 2,186	\$ 9,333	\$ 7,148	\$ 11,200	\$ 9,014
TOTAL EXPENSES	\$ 73,890	\$ 76,417	\$ 2,527	\$ 91,700	\$ 17,810
DEFICIT	\$ 73,629	\$ 74,458	\$ 829	\$ 86,000	\$ 12,371
DOT	\$ 78,547				
Surplus/(Deficit)	4,918				

	TRANSIT ON CALL				
	For the Period July 1, 2020 to April 30, 2021				
	YTD Actuals	YTD Budget	YTD VARIANCE	TOTAL FY 21 BUDGET	REMAINING BUDGET
REVENUE					
405 · FAREBOX REVENUE	\$ 525	\$ 2,083	\$ (1,559)	\$ 2,500	\$ 1,975
405 · DURHAM & HADDAM REVENUE	\$ -	\$ 12,042	\$ (12,042)	\$ 14,450	\$ 14,450
405 · MIDDLESEX HOSPITAL PHP	\$ -	\$ -	\$ -	\$ -	\$ -
405 · OTHER REVENUE	\$ 18	\$ -	\$ 18	\$ -	\$ (18)
408 · ADVERTISING	\$ -	\$ -	\$ -	\$ -	\$ -
RURAL CARES	\$ -	\$ 1,875	\$ (1,875)	\$ 2,250	\$ 2,250
TOTAL REVENUE	\$ 543	\$ 16,000	\$ (15,457)	\$ 19,200	\$ 18,657
EXPENSES					
501 · LABOR	\$ 24,756	\$ 29,958	\$ 5,202	\$ 35,950	\$ 11,194
502 · FRINGE BENEFITS	\$ 9,420	\$ 8,875	\$ (545)	\$ 10,650	\$ 1,230
503 · SERVICES	\$ 3,292	\$ 3,042	\$ (251)	\$ 3,650	\$ 358
503.01 · MANAGEMENT	\$ 13,467	\$ 20,000	\$ 6,533	\$ 24,000	\$ 10,533
503.10 · MAINTENANCE	\$ 4,848	\$ 6,250	\$ 1,402	\$ 7,500	\$ 2,652
504 · MATERIALS & SUPPLIES	\$ 612	\$ 417	\$ (195)	\$ 500	\$ (112)
505 · RENT & UTILITIES	\$ 3,652	\$ 3,333	\$ (318)	\$ 4,000	\$ 348
506 · CASUALTY & LIABILITY COST	\$ 1,409	\$ 833	\$ (575)	\$ 1,000	\$ (409)
507 · FUEL	\$ 4,991	\$ 7,917	\$ 2,926	\$ 9,500	\$ 4,509
509 · MISCELLANEOUS EXPENSE	\$ 929	\$ 667	\$ (263)	\$ 800	\$ (129)
Contingency					
TOTAL EXPENSES	\$ 67,375	\$ 81,292	\$ 13,917	\$ 97,550	\$ 30,175
DEFICIT	\$ 66,832	\$ 65,292	\$ (1,540)	\$ 78,350	\$ 11,518
DOT	\$ 55,741	\$ 53,583		\$ 64,300	\$ 8,559
LOCAL	\$ 11,091	\$ 9,973		\$ 14,050	\$ 2,959
Surplus/(Deficit)	\$ -				

	MUNICIPAL GRANT PROGRAMM				
	For the Period July 1, 2020 to April 30, 2021				
	YTD Actuals	YTD Budget	YTD VARIANCE	TOTAL FY 21 BUDGET	REMAINING BUDGET
REVENUE					
405 · FAREBOX REVENUE	\$ 775	\$ 7,917	\$ (7,142)	\$ 9,500	\$ 8,725
405 · DURHAM & HADDAM REVENUE		\$ -	\$ -	\$ -	\$ -
405 · MIDDLESEX HOSPITAL PHP		\$ -	\$ -	\$ -	\$ -
405 · OTHER REVENUE		\$ -	\$ -	\$ -	\$ -
408 · ADVERTISING		\$ -	\$ -	\$ -	\$ -
CARES ACT		\$ -	\$ -	\$ -	\$ -
TOTAL REVENUE	\$ 775	\$ 7,917	\$ (7,142)	\$ 9,500	\$ 8,725
EXPENSES					
501 · LABOR	\$ 65,679	\$ 70,833	\$ 5,154	\$ 85,000	\$ 19,321
502 · FRINGE BENEFITS	\$ 33,626	\$ 37,083	\$ 3,457	\$ 44,500	\$ 10,874
503 · SERVICES	\$ 4,556	\$ 4,167	\$ (390)	\$ 5,000	\$ 444
503.01 · MANAGEMENT		\$ -			
503.10 · MAINTENANCE	\$ 14,545	\$ 20,167	\$ 5,622	\$ 24,200	\$ 9,655
504 · MATERIALS & SUPPLIES	\$ 6,301	\$ 4,479	\$ (1,822)	\$ 5,375	\$ (926)
505 · RENT & UTILITIES	\$ 4,189	\$ 1,208	\$ (2,981)	\$ 1,450	\$ (2,739)
506 · CASUALTY & LIABILITY COST	\$ 11,454	\$ 10,833	\$ (621)	\$ 13,000	\$ 1,546
507 · FUEL	\$ 14,972	\$ 25,833	\$ 10,861	\$ 31,000	\$ 16,028
509 · MISCELLANEOUS EXPENSE	\$ 931	\$ 813	\$ (119)	\$ 975	\$ 44
Contingency					
TOTAL EXPENSES	\$ 156,254	\$ 175,417	\$ 19,163	\$ 210,500	\$ 54,246
DEFICIT	\$ 155,479	\$ 167,500	\$ 12,021	\$ 201,000	\$ 45,521
DOT	\$ 155,479				
Surplus/(Deficit)	\$ -				

	DAR				
	For the Period July 1, 2020 to April 30, 2021				
	YTD Actuals	YTD Budget	YTD VARIANCE	TOTAL FY 21 BUDGET	REMAINING BUDGET
REVENUE					
405 · FAREBOX REVENUE	\$ 6,384	\$ 5,417	\$ 967	\$ 6,500	\$ 116
405 · DURHAM & HADDAM REVENUE	\$ 25,510	\$ -	\$ 25,510	\$ -	\$ (25,510)
405 · MIDDLESEX HOSPITAL PHP	\$ 5,247	\$ 7,917	\$ (2,670)	\$ 9,500	\$ 4,254
405 · OTHER REVENUE		\$ -	\$ -	\$ -	\$ -
408 · ADVERTISING	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ (10,000)
CARES ACT		\$ 35,671	\$ (35,671)	\$ 42,805	\$ 42,805
TOTAL REVENUE	\$ 47,140	\$ 49,004	\$ (1,864)	\$ 58,805	\$ 11,665
EXPENSES					
501 · LABOR	\$ 27,702	\$ 36,667	\$ 8,964	\$ 44,000	\$ 16,298
502 · FRINGE BENEFITS	\$ 11,445	\$ 12,083	\$ 638	\$ 14,500	\$ 3,055
503 · SERVICES	\$ 2,186	\$ 8,625	\$ 6,439	\$ 10,350	\$ 8,164
503.01 · MANAGEMENT		\$ -			
503.10 · MAINTENANCE	\$ 6,501	\$ 9,333	\$ 2,832	\$ 11,200	\$ 4,699
504 · MATERIALS & SUPPLIES		\$ -			
505 · RENT & UTILITIES	\$ 350	\$ 458	\$ 108	\$ 550	\$ 200
506 · CASUALTY & LIABILITY COST		\$ -			
507 · FUEL	\$ 7,868	\$ 11,750	\$ 3,882	\$ 14,100	\$ 6,232
509 · MISCELLANEOUS EXPENSE		\$ 833	\$ 833	\$ 1,000	\$ 1,000
Contingency		\$ -			
TOTAL EXPENSES	\$ 56,053	\$ 79,750	\$ 23,697	\$ 95,700	\$ 39,647
DEFICIT	\$ (8,913)	\$ 30,746	\$ 21,833	\$ 36,895	\$ 27,982
LOCAL	\$ 8,913			\$ 36,895	\$ 27,982
Surplus/(Deficit)	\$ -				

	XMLE				
	For the Period July 1, 2020 to April 30, 2021				
	YTD Actuals	YTD Budget	YTD VARIANCE	TOTAL FY 21 BUDGET	REMAINING BUDGET
REVENUE					
405 · FAREBOX REVENUE	\$ -	\$ 6,563	\$ (6,563)	\$ 7,875	\$ 7,875
405 · DURHAM & HADDAM REVENUE					
405 · MIDDLESEX HOSPITAL PHP					
405 · OTHER REVENUE					
408 · ADVERTISING					
CARES ACT	\$ 123,117				
TOTAL REVENUE	\$ 123,117	\$ 6,563	\$ (6,563)	\$ 7,875	\$ 7,875
EXPENSES					
501 · LABOR	\$ 85,941	\$ 125,833	\$ 39,892	\$ 151,000	\$ 65,059
502 · FRINGE BENEFITS	\$ 12,403	\$ 61,667	\$ 49,264	\$ 74,000	\$ 61,597
503 · SERVICES	\$ 2,000	\$ 8,750	\$ 6,750	\$ 10,500	\$ 8,500
503.01 · MANAGEMENT		\$ -	\$ -		
503.10 · MAINTENANCE	\$ 7,773	\$ 24,167	\$ 16,394	\$ 29,000	\$ 21,227
504 · MATERIALS & SUPPLIES		\$ 7,083	\$ 7,083	\$ 8,500	\$ 8,500
505 · RENT & UTILITIES		\$ -	\$ -		\$ -
506 · CASUALTY & LIABILITY COST		\$ -	\$ -		\$ -
507 · FUEL	\$ 15,000	\$ 25,833	\$ 10,833	\$ 31,000	\$ 16,000
509 · MISCELLANEOUS EXPENSE	\$ -	\$ 4,167	\$ 4,167	\$ 5,000	\$ 5,000
Contingency					
TOTAL EXPENSES	\$ 123,117	\$ 257,500	\$ 134,383	\$ 309,000	\$ 185,883

DEFICIT	\$ -	\$ 250,938	\$ 134,383	\$ 301,125	\$ 301,125
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LOCAL	\$ -
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Surplus/(Deficit)	\$ -
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ETD FY March 2020-February 2021

OPR AWARDED	\$ 960,000
DRAW	\$ 147,301
Remaining BALANCE	\$ 812,699

ETD FY 20-21 (July to April)

	URBAN CARE ACT REVENUE	RURAL CARE ACT REVENUE
OPR AWARDED	\$ 1,540,000	\$ 30,000
DRAW	\$ 50,945	\$ 13,966
Obligated	\$ 70,700	\$ 1,350
Remaining BALANCE	\$ 1,418,355	\$ 14,684

	X-MILE CARE ACT REVENUE
AWARDED	\$ 960,000
DRAW	\$ 147,300
Obligated	\$ 28,597
Remaining BALANCE	\$ 784,103

	TAXI				
	For the Period July 1, 2020 to February 28, 2021				
	YTD Actuals	YTD Budget	VARIANCE Under/(Over)	TOTAL FY 21 BUDGET	REMAINING BUDGET
REVENUE					
405 · FAREBOX REVENUE	\$ 3,005	\$ 7,500	\$ 4,495	\$ 15,000	\$ 11,995
405 · DURHAM & HADDAM REVENUE		\$ -	\$ -		\$ -
405 · MIDDLESEX HOSPITAL PHP		\$ -	\$ -		\$ -
405 · OTHER REVENUE (State Match)		\$ -	\$ -		\$ -
408 · ADVERTISING		\$ -	\$ -		\$ -
TOTAL REVENUE	\$ 3,005	\$ 7,500	\$ 4,495	\$ 15,000	\$ 11,995
EXPENSES					
501 · LABOR		\$ -	\$ -	\$ -	\$ -
502 · FRINGE BENEFITS		\$ -	\$ -	\$ -	\$ -
503 · SERVICES		\$ -	\$ -	\$ -	\$ -
503.01 · MANAGEMENT		\$ -	\$ -	\$ -	\$ -
503.10 · MAINTENANCE		\$ -	\$ -	\$ -	\$ -
504 · MATERIALS & SUPPLIES		\$ -	\$ -	\$ -	\$ -
505 · RENT & UTILITIES		\$ -	\$ -	\$ -	\$ -
506 · CASUALTY & LIABILITY COST		\$ -	\$ -	\$ -	\$ -
507 · FUEL		\$ -	\$ -	\$ -	\$ -
509 · MISCELLANEOUS EXPENSE	\$ 2,750	\$ 666.67	\$ (2,083)	\$ 2,000	\$ (750)
Purchase Transportation	\$ 6,417	\$ 10,000	\$ 3,583	\$ 30,000.00	\$ 23,583
TOTAL EXPENSES	\$ 9,167	\$ 10,667	\$ 1,500	\$ 32,000	\$ 22,833

FEDERAL Share	\$ 5,958.47
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Fund on Hand	3,208
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	ADA				
	For the Period July 1, 2020 to February 28, 2021				
	YTD Actuals	YTD Budget	VARIANCE Under/(Over)	TOTAL FY 21 BUDGET	REMAINING BUDGET
REVENUE					
405 · FAREBOX REVENUE	\$ 441	\$ 2,333	\$ 1,892	\$ 3,500	\$ 3,059
405 · DURHAM & HADDAM REVENUE		\$ -	\$ -		\$ -
405 · MIDDLESEX HOSPITAL PHP		\$ -	\$ -	\$ -	\$ -
405 · OTHER REVENUE		\$ -	\$ -		\$ -
408 · ADVERTISING		\$ -	\$ -		\$ -
CARES ACT		\$ -	\$ -	\$ -	\$ -
TOTAL REVENUE	\$ 441	\$ 2,333	\$ 1,892	\$ 3,500	\$ 3,059
EXPENSES	\$ -				
501 · LABOR	\$ 17,586	\$ 53,333	\$ 35,748	\$ 80,000	\$ 62,414
502 · FRINGE BENEFITS	\$ 4,751	\$ 26,667	\$ 21,916	\$ 40,000	\$ 35,249
503 · SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -
503.01 · MANAGEMENT	\$ -	\$ -	\$ -	\$ -	\$ -
503.10 · MAINTENANCE	\$ 4,665	\$ 16,000	\$ 11,335	\$ 24,000	\$ 19,335
504 · MATERIALS & SUPPLIES	\$ -	\$ -	\$ -		\$ -
505 · RENT & UTILITIES	\$ 1,174	\$ 2,000	\$ 826	\$ 3,000	\$ 1,826
506 · CASUALTY & LIABILITY COST	\$ -	\$ -	\$ -	\$ -	\$ -
507 · FUEL	\$ 3,362	\$ 20,667	\$ 17,304	\$ 31,000	\$ 27,638
509 · MISCELLANEOUS EXPENSE	\$ 2,640	\$ 2,333	\$ (307)	\$ 3,500	\$ 860
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENSES	\$ 34,178	\$ 121,000	\$ 86,822	\$ 181,500	\$ 147,322
DEFICIT	\$ 30,000	\$ 118,667	\$ 88,667	\$ 178,000	\$ 148,000

Surplus/(Deficit)	(4,178)
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TROLLEY	
For the Period July 1, 2020 to April 30, 2021	
	YTD Actuals
REVENUE	
405 · FAREBOX REVENUE	\$ -
405 · DURHAM & HADDAM REVENUE	\$ -
405 · MIDDLESEX HOSPITAL PHP	\$ 6,279
405 · OTHER REVENUE	
408 · MISCELLANEOUS	\$ -
TOTAL REVENUE	\$ 6,279
EXPENSES	
501 · LABOR	\$ 4,352
502 · FRINGE BENEFITS	\$ 328
503 · SERVICES	\$ -
503.01 · MANAGEMENT	\$ -
503.10 · MAINTENANCE	\$ 682
504 · MATERIALS & SUPPLIES	\$ -
505 · RENT & UTILITIES	\$ -
506 · CASUALTY & LIABILITY COST	\$ -
507 · FUEL	\$ 917
509 · MISCELLANEOUS EXPENSE	\$ -
TOTAL EXPENSES	\$ 6,279
DEFICIT	\$ -
Surplus/(Deficit)	\$ -

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								8925	-61%
	-57%	-59%	-20%	242%	237%									

Section X, Item 13.

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								1247	-65%
	-36%	-54%	-17%	127%										

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								1763	-63%
	-26%	-37%	-16%	45%										

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								1138	-70%
	-62%	-74%	-40%	102%										-100%

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								1318	
	-2%	-4%	45%	144%										

Clinton Trolley

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

Madison Shuttle

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

Section X, Item 13.

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								5219	

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								3289	-42%
	-41%	-46%	43%	266%	216%									

ADA	January	February	March	April	May	June	July	August	September	October	November	December		
2019	0	0	0	0	0	0	0	7	13	42	49	51	46	208
2020	42	19	16	2	11	18	28	34	71	81	61	65	448	
2021	69	47	81	76	110								383	
	64%	147%	406%	3700%	900%									

Section X, Item 13.

Monthly Totals

Section X, Item 13.

	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	0	0	0	0	0	0	0	23,317	-57%
	-44%	-49%	-1%	158%	138%	-53%	-47%	-46%	-30%	-31%	-40%			

Annual Totals

% Change

	Shoreline	Riverside	Southeast	Mid-Shore	DAR	Xtramile	Madison	Trolley	ADA
2017	57,718	7,783	7,227	9,034	9,175	-	-	-	-
2018	54,230	6,445	6,918	8,759	11,048	-	-	-	-
2019	47,124	5,918	6,761	7,157	13,011	6142		841	208
2020	22,819	3,582	4,732	3,753	5,702	10796		167	448
2021	8,925	1,247	1,763	1,138	3,289	5219	5	18	383

















On Time Performance

1.2





**ESTUARY TRANSIT DISTRICT
PROPOSED BUDGET REPORT FOR 2021-2022**

	7/1/2019 - 6/30/2020		7/1/2021- 6/30/2022	
	Actual Revenue	Actual Expenses	Proposed Revenue	Proposed Expenses
SOURCE OR CLASSIFICATION				
1. Fare Revenue	\$ 94,900		\$ 110,075	
2. Federal Funds	\$ 399,725		\$ 599,785	
3. State Funds	\$ 1,280,750		\$ 2,430,875	
4. Town Appropriations	\$ 159,650		\$ 166,100	
5. Other Revenue	\$ 22,625		\$ 53,950	
7. Salary, Wages and Benefits		\$ 1,213,450		\$ 2,030,925
8. Services		\$ 385,500		\$ 395,700
9. Rent and Utilities		\$ 53,850		\$81,550
10. Insurance		\$ 22,100		\$ 46,000
11. Operating Expenses		\$ 219,950		\$ 537,675
11. Office Supply		\$ 18,200		\$ 19,425
12. Other Expenses		\$ 38,350		\$ 21,650
12. Purchase Transportation		\$ 6,250		\$ 190,550
13. Contingency		\$ -		\$ 37,310
BUDGET TOTALS:	\$ 1,957,650	\$ 1,957,650	\$ 3,360,785	\$ 3,360,785

ESTUARY TRANSIT DISTRICT
UNRESTRICTED FUNDS BALANCE
AS OF 06/30/20 (\$515,531)

ESTUARY TRANSIT DISTRICT PROPOSED BUDGET FY 2021-2022

	ADM TOTAL	OPS TOTAL	GRAND TOTAL	Regional Shuttle		RS TOTAL	RIVER Ext
				ADM	OPR		
Fares Revenue		90,075	90,075		55,000	55,000	1,700
AAA Subsidy		20,000	20,000		2,500	2,500	400
Town Fares Subsidy		3,250	3,250		2,500	2,500	250
Maximum Federal Subsidy	42,600	390,750	433,350	21,150		21,150	43,000
Maximum State Subsidy	998,900	1,230,975	2,229,875	984,700	649,950	1,634,650	43,000
Maximum Local subsidy	16,650	41,500	58,150	8,400	35,700	44,100	
Federal CARES Act	14,250	152,185	166,435	13,750	86,350	100,100	3,350
Municipal		201,000	201,000				
OTHER Revenue(PHP,H&D), Advertising		53,950	53,950		30,000	30,000	
Local Share		104,700	104,700		64,550	64,550	
Total Revenue	1,072,400	2,288,385	3,360,785	1,028,000	926,550	1,954,550	91,700
Salary \$ Wages	401,700	992,275	1,393,975	394,000	398,000	792,000	45,025
Benefits	203,500	433,450	636,950	200,000	179,500	379,500	13,300
Printing & Adv.	2,250	21,250	23,500	2,000		2,000	
Management	240,000	0	240,000	216,000		216,000	
Professional Services	116,850	15,350	132,200	113,200		113,200	
Office Rent and Utilities	67,350	14,200	81,550	63,800	5,000	68,800	550
Office Supplies	5,000	14,425	19,425	4,500		4,500	0
Insurance	33,000	13,000	46,000	32,000		32,000	0
Miscellaneous	2,750	15,175	17,925	2,500	2,250	4,750	250
Uniform	0	3,725	3,725		1,250	1,250	150
Maintenance	0	239,175	239,175		80,000	80,000	9,325
Fuel Purchase	0	298,500	298,500		101,000	101,000	11,900
Purchase Transportation	0	31,000	31,000			0	
Summer Pilot Programs		159,550	159,550		159,550	159,550	
Contingency	0	37,310	37,310			0	11,200

Total expenses	1,072,400	2,288,385	3,360,785	1,028,000	926,550	1,954,550	91,700
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Under/(Over)	\$ -						
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Days of Service						307	255
Hours of Service						15,650	1,800
Service Miles						263,250	27,500
Passenger Trips							

Mid Shore	Madison Shuttle	TOC		TOC TOTAL	MGP	DAR& Haddam	Taxi Voucher	SS ADA	Micro Transit	GRAND TOTAL
		ADM	OPS							
3,000	1,000		500	500	1,000	500	16,000	3,500	7,875	90,075
300	300		2,000	2,000	8,500	6,000				20,000
250	250									3,250
103,000	120,000	21,450	17,250	38,700			18,500	89,000		433,350
103,000	30,000	14,200	11,400	25,600			3,500	89,000	301,125	2,229,875
		8,250	5,800	14,050						58,150
7,625	7,050	500	1,750	2,250		46,060				166,435
					201,000					201,000
			14,450	14,450		9,500				53,950
						40,150				104,700
217,175	158,600	44,400	53,150	97,550	210,500	102,210	38,000	181,500	309,000	3,360,785
94,000	67,000	7,700	28,250	35,950	85,000	44,000		80,000	151,000	1,393,975
35,000	25,500	3,500	7,150	10,650	44,500	14,500		40,000	74,000	636,950
2,100	4,150	250		250			4,500		10,500	23,500
		24,000		24,000						240,000
		3,650		3,650	5,000	10,350				132,200
1,650	1,550	3,550	450	4,000	1,450	550		3,000		81,550
0		500		500	5,375	550			8,500	19,425
0		1,000		1,000	13,000					46,000
775	725	250	200	450	675	300	2,500	2,500	5,000	17,925
400	375		100	100	300	150		1,000		3,725
27,950	26,000		7,500	7,500	24,200	11,200		24,000	29,000	239,175
35,700	33,300		9,500	9,500	31,000	14,100		31,000	31,000	298,500
				0			31,000			31,000
										159,550
19,600				0		6,510				37,310

217,175	158,600	44,400	53,150	97,550	210,500	102,210	38,000	181,500	309,000	3,360,785
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255	255	255	255	255	306	306				
3,800	3,600	1,270	4,350	2,300	4,525	6,770	37,295			
104,000	99,500	25,500	82,000	48,500	90,500	108,900	740,750			

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Summary Of Major Changes

	Salary	Benefits	TOTAL	
Maintenance Director	\$ 80,000	\$ 45,000	\$ 125,000	
HR Manager	\$ 75,000	\$ 36,200	\$ 111,200	
Procurement Manager	\$ 65,000	\$ 34,800	\$ 99,800	
Lead Supervisor	\$ 54,000	\$ 36,750	\$ 90,750	
Special Project Manager	\$ 30,000	\$ 15,125	\$ 45,125	50%
TOTAL	\$ 304,000	\$ 167,875	\$ 471,875	
Rent			\$ 31,800	
Utilities			\$ 15,000	
Insurance			\$ 12,000	
Security			\$ 80,600	
			\$ 139,400	
Summer Pilot			\$ 159,550	
Total	\$ 770,825			

ESTUARY TRANSIT DISTRICT PROJECTED BUDGET FY 2020-2021

	ADM TOTAL	OPS TOTAL	GRAND TOTAL	Regional Shuttle		RS TOTAL	RIVER Ext	Mid Shore	Madison Shuttle	TOC		TOC TOTAL	MGP	DAR& Haddam	Taxi Voucher	SS ADA	Micro Transit	GRAND TOTAL
				ADM	OPR					ADM	OPS							
Fares Revenue		90,075	90,075		55,000	55,000	1,700	3,000	1,000		500	500	1,000	500	16,000	3,500	7,875	90,075
AAA Subsidy		20,000	20,000		2,500	2,500	400	300	300		2,000	2,000	8,500	6,000				20,000
Town Fares Subsidy		3,250	3,250		2,500	2,500	250	250	250									3,250
Maximum Federal Subsidy	42,600	390,750	433,350	21,150		21,150	43,000	103,000	120,000	21,450	17,250	38,700			18,500	89,000		433,350
Maximum State Subsidy	371,900	1,071,425	1,443,325	357,700	490,400	848,100	43,000	103,000	30,000	14,200	11,400	25,600			3,500	89,000	301,125	1,443,325
Maximum Local subsidy	16,650	41,500	58,150	8,400	35,700	44,100				8,250	5,800	14,050						58,150
Federal CARES Act	14,250	148,930	163,180	13,750	86,350	100,100	3,350	7,625	7,050	500	1,750	2,250		42,805				163,180
Municipal		201,000	201,000										201,000					201,000
OTHER Revenue(PHP,H&D), Advertising		53,950	53,950		30,000	30,000					14,450	14,450		9,500				53,950
Local Share		101,445	101,445		64,550	64,550								36,895				101,445
Total Revenue	445,400	2,122,325	2,567,725	401,000	767,000	1,168,000	91,700	217,175	158,600	44,400	53,150	97,550	210,500	95,700	38,000	181,500	309,000	2,567,725
Salary \$ Wages	77,700	992,275	1,069,975	70,000	398,000	468,000	45,025	94,000	67,000	7,700	28,250	35,950	85,000	44,000		80,000	151,000	1,069,975
Benefits	35,500	433,450	468,950	32,000	179,500	211,500	13,300	35,000	25,500	3,500	7,150	10,650	44,500	14,500		40,000	74,000	468,950
Printing & Adv. Management	2,250	21,250	23,500	2,000		2,000		2,100	4,150	250		250			4,500		10,500	23,500
Professional Services	240,000	0	240,000	216,000		216,000				24,000		24,000						240,000
Office Rent and Utilities	36,150	15,350	51,500	32,500		32,500				3,650		3,650	5,000	10,350				51,500
Office Supplies	35,050	14,200	49,250	31,500	5,000	36,500	550	1,650	1,550	3,550	450	4,000	1,450	550		3,000		49,250
Insurance	5,000	14,425	19,425	4,500		4,500	0	0		500		500	5,375	550			8,500	19,425
Miscellaneous	11,000	13,000	24,000	10,000		10,000	0	0		1,000		1,000	13,000					24,000
Uniform	2,750	15,175	17,925	2,500	2,250	4,750	250	775	725	250	200	450	675	300	2,500	2,500	5,000	17,925
Maintenance	0	3,725	3,725		1,250	1,250	150	400	375		100	100	300	150		1,000		3,725
Fuel Purchase	0	239,175	239,175		80,000	80,000	9,325	27,950	26,000		7,500	7,500	24,200	11,200		24,000	29,000	239,175
Purchase Transportation	0	298,500	298,500		101,000	101,000	11,900	35,700	33,300		9,500	9,500	31,000	14,100		31,000	31,000	298,500
Contingency	0	31,000	31,000			0						0			31,000			31,000
Total expenses	445,400	2,122,325	2,567,725	401,000	767,000	1,168,000	91,700	217,175	158,600	44,400	53,150	97,550	210,500	95,700	38,000	181,500	309,000	2,567,725

Under/(Over)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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Days of Service				307			255	255	255		255		255	255		306	306
Hours of Service				15,650			1,800	3,800	3,600		1,270		4,350	2,300		4,525	6,770
Service Miles				263,250			27,500	104,000	99,500		25,500		82,000	48,500		90,500	108,900
Passenger Trips																	740,750

A motion to establish an Expansion Transition Committee, charged with the task of addressing various governance issues (such as bylaws, board policies, board committee structure, shared staffing agreements, etc.) for the newly expanded ETD transit district either through recommendation to the respective Boards of Directors of MAT and ETD or the delegation of decision-making by such respective Boards. Such Committee shall be comprised of the following ETD and MAT Board members: Laura Francis, Ed Bailey, Beverly Lawrence, Joan Gay, Angus MacDonald and Susan Tyler and shall continue in existence until such time as the operational expansion of ETD occurs.