

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT ETD MEETING

ESTUARY TRANSIT DISTRICT
RIVER VALLEY TRANSIT
REGULAR MEETING
Friday, February 9, 2024
91 N. Main Street, Middletown, CT and
Via ZOOM

CALL TO ORDER

Chairman Strauss called the meeting to order at 9:05 a.m. In attendance included: Leslie Strauss, Charlie Norz (ZOOM, arrived at 9:15), Karl Kilduff (ZOOM), Jim Irish (ZOOM), John Hall (ZOOM), Tim Griswold, Joan Gay (ZOOM), Christine Marques, and DG Fitton.

Staff: Chris Dennison, Mutez Ennab, Joe Comerford, Brendan Geraghty, Halyna Famiglietti, Jared Whitcomb, Pat Hevrin

Absent: Angus McDonald

VISITOR COMMENTS - None.

SECRETARY'S REPORT

DG Fitton made a motion to accept the minutes of the 12/8/23 Board meeting as presented. Joan Gay seconded the motion. The motion passed unanimously.

Joan Gay made a motion to accept the minutes of the 12/8/23 Finance meeting as presented. Jim Irish seconded the motion. The motion passed unanimously.

Joan Gay made a motion to accept the minutes of the 1/23/24 Facilities meeting as presented. Karl Kilduff seconded the motion. The motion passed unanimously.

Joan Gay made a motion to accept the minutes of the 2/7/24 meeting as presented. Jim Irish seconded the motion. The motion passed unanimously.

COMMUNICATIONS

A letter of resignation was received from Karl Kilduff. Tim Griswold read the letter to the Board and Karl was thanked for his service to the District. The Town of Clinton will have an interim Town Manager until the position is filled permanently.

TREASURER'S REPORT – None.

COMMITTEE REPORTS

Facilities Committee – Joan reported:

- * The draft Master Plan is complete, and the District is waiting for final comments.
- * Electrification – project on-going. Significant upgrades are needed to accommodate bus charging. Electric buses are scheduled to arrive in 2024.
- * The Shoreline Study has been completed. There is concern that the site is large enough to

accommodate the increased size of the fleet.

* Soil testing was completed at the Shoreline site and the concept design for septic appears adequate. Information will be forwarded to the State Department of Health. Electrification needs may impact space needs.

* Middletown Terminal – Work is on-going with the Mayor to resolve bus parking issues (safety concerns). The Mayor will discuss with the Chamber of Commerce.

* The Facilities Committee will meet every two months going forward.

Joan Gay made a motion to accept the Facilities Report as presented. DG Fitton seconded the motion. The motion passed unanimously.

Finance Committee – Charlie reported:

* The committee reviewed all financial documents and found them to be in order.

* The committee recommended that the Board approve the proposed salary increases.

DG Fitton made a motion to accept the Finance Report as presented. Tim Griswold seconded the motion. The motion passed unanimously.

Marketing Committee – Leslie reported:

- Social media improvements have been made and most of the signs are complete.
- A plan is being developed to market the Extra Mile program.

DG Fitton made a motion to accept the Marketing Report as presented. Charlie Norz seconded the motion. The motion passed unanimously.

Legislative Committee – Joan reported:

- The recent Legislative Breakfast was well attended. The presentation was included in the Board's packet.

DG Fitton made a motion to accept the Legislative Report as presented. Tim Griswold seconded the motion. The motion passed unanimously.

Transit Advisory Committee - The Committee will meet on 2/13/24.

Expansion Committee – Tim reported:

- The committee discussed several towns that may wish to join the District. Some of these towns are currently paying dues. The appropriate amount of dues owed to the District varies.
- There is a desire to increase the number of towns in the District, including representation on the Board.
- The committee will meet again before the next Board meeting.

DG Fitton made a motion to accept the Expansion Report as presented. John Hall seconded the motion. The motion passed unanimously.

Service Study Committee – No report.

Personnel Committee – No report.

COG Update – Brendan reported that the COG is moving forward to hire a consultant for the THRIVE Grant. Public outreach is a part of the grant. In addition, the COG is working to restore service on Shoreline East.

DG Fitton made a motion to accept the COG Update as presented. Tim Griswold seconded the motion. The motion passed unanimously.

EXECUTIVE DIRECTOR'S REPORT

Joe reported that an RFP is being developed to facilitate the Taxi Voucher program. The current vendor cannot service the entire District.

The District is working with the Agency on Aging on getting funding to facilitate out-of-county trips, i.e. medical transportation.

The “Spill Plan” for the 91 N. Main Street building has been received.

DG made a motion to accept the Executive Director's Report as presented. John Hall seconded the motion. The motion passed unanimously.

TRANSIT PLANNERS REPORT

The Board packet included a newspaper article from East Hampton relative to the Microtransit Pilot program facilitated by the District.

Brendan Geraghty's presentation on service changes and expansion, facilities and legislative concerns was included in the Board packet. Brendan was available to address questions/comments posed by Board members.

Highlights of the presentation included:

- Increased services on weekday nights and additional Sunday service.
- Efforts to reduce redundant combined routes.
- Updated combined routes (maps included in presentation).
- Service expansion – Extra Mile, Middletown Pilot funding, Madison and Guilford zones
 - Working with software providers to ensure app is working correctly.
- Work is on-going to standardize fares throughout the State.
- AVL – most of the vehicles are now equipped with the software.

DG Fitton made a motion to accept the Transit Planner's Report as presented. Jim Irish seconded the motion. The motion passed unanimously.

FINANCE DIRECTOR'S REPORT

A copy of the Finance report was included in the Board packet and discussed. These documents have been reviewed by the Finance Committee. The Cash Flow remains healthy, and grants remain “on target”.

Halyna reported that the audit is almost finished, and the Board may wish to schedule a Special Meeting to review/accept the audit to eliminate the need for an extension.

DG Fitton made a motion to accept the Finance Director's Report as presented. Tim Griswold seconded the motion. The motion passed unanimously.

OPERATIONS DIRECTOR'S REPORT

Jared reported that several drivers have been promoted to supervisor. Before they can begin their new duties, additional drivers must be hired. As previously reported, it is extremely difficult to hire and retain drivers. The upcoming expanded services will also require additional drivers. The District has been chosen by the State for a training Pilot program. The Board briefly discussed the state requirements for drivers (CDL, medical requirements, etc.).

There are also openings for dispatchers.

DG Fitton made a motion to accept the Operations Director's Report as presented. Tim Griswold seconded the motion. The motion passed unanimously.

MAINTENANCE DIRECTOR'S REPORT

Pat reported on several "road calls" on vehicles. These calls resulted in minimal disruption to service. Statistics on maintenance services were shared and Pat was available to address questions/comments posed by Board members.

As previously reported, it remains difficult to hire mechanics.

DG Fitton made a motion to accept the Maintenance Director's Report as presented. Tim Griswold seconded the motion. The motion passed unanimously.

NEW BUSINESS

Resolution – Karl Kilduff – a framed resolution, commending Karl Kilduff for his service to the District, was presented to him.

COMMITTEE ASSIGNMENTS

Leslie encouraged Board members to review the Committee Assignment schedule and contact Joe to join a committee or change a committee assignment.

DG Fitton made a motion to dis-band the Ad Hoc Service Study Committee. Leslie Strauss seconded the motion. The motion passed unanimously.

SALARY INCREASES

A copy of the proposed wage increases was included in the Board packet. This document has been reviewed by the Finance Committee. The report calls for an \$.80 increase to Shoreline drivers (in line with the union drivers' increase) and a 4% increase (consistent with DOT) for other staff.

DG Fitton made a motion to approve the wage increases as presented. Christine Marques

seconded the motion. The motion passed unanimously.

Bus Wrapping Authorizing Resolution

Tim Griswold read the following resolution:

WHEREAS, bids for an experienced Contractor to assume responsibility for the production and installation of 4-sided Vinyl bus wraps for a minimum of six (6) and as many as eleven (11) Gillig buses, were solicited and opened on January 19, 2024;

BE IT RESOLVED, that Turbo Images Corp. be awarded the bid to assume responsibility for the aforementioned tasks;

RESOLVED FURTHER, that the Executive Director, Joseph Comerford, hereby is authorized on behalf of the Estuary Transit District to negotiate and execute all necessary contract documents with Turbo Images Corp. in an amount not to exceed \$80,000.00.

DG Fitton made a motion to approve the Bus Wrapping Resolution as presented. Tim Griswold seconded the motion. The motion passed unanimously.

JANITORIAL SERVICES AUTHORIZING RESOLUTION

Tim Griswold read the following resolution:

WHEREAS, bids for an experienced Contractor to assume responsibility for janitorial services to serve its three locations were solicited and opened on January 22, 2024;

BE IT RESOLVED, that Uncle Sam's Contractors be awarded the bid to assume responsibility for the aforementioned tasks;

RESOLVED FURTHER, that the Executive Director, Joseph Comerford, hereby is authorized on behalf of the Estuary Transit District to negotiate and execute all necessary contract documents with Uncle Sam's Contractors in an amount not to exceed \$156,860.00.

DG Fitton made a motion to approve the Janitorial Services Authorizing Resolution as presented. Tim Griswold seconded the motion. The motion passed unanimously.

OLD BUSINESS - None.

CHAIR COMMENTS - None.

BOARD MEMBERS COMMENTS - None.

ADJOURNMENT

Leslie Strauss made a motion to adjourn the meeting at 10:25 a.m. DG Fitton seconded the motion. The motion passed unanimously.

Next meeting - April 12, 2024 - 9 a.m.

Respectfully submitted,

Suzanne Helchowski
Clerk