

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT MEETING

ESTUARY TRANSIT DISTRICT  
REGULAR BOARD MEETING  
January 7, 2022  
MAT Offices and via ZOOM  
Middletown, Connecticut

CALL TO ORDER

Chairman Strauss called the meeting to order at 9:05 a.m. A quorum was established and in attendance included: Leslie Strauss, Chairman, Peter Bierrie, John Hall, Joan Gay, Charlie Norz, and David Lham.

Angus McDonald joined the meeting at 9:10 a.m.

Karl Kilduff joined the meeting at 9:19 a.m.

Absent: Tim Griswold

Also in attendance: Joe Comerford, Lisa Gibson, and Christina Denision

VISITOR COMMENTS – None.

SECRETARY'S REPORT

David Lahm made a motion to accept the minutes from the 12/17/21 Board meeting. Peter Bierrie seconded the motion. The motion passed unanimously.

Peter Bierrie made a motion to accept the ETC Committee Minutes of 12/07/21, 12/14/21 and 12/28/21. Charlie Norz seconded the motion. The motion passed unanimously.

COMMUNICATIONS - None.

TREASURER'S REPORT – None.

COMMITTEE REPORTS

ETD/MAT Expansion Committee

Joan reported:

- Town of Middlefield will have its Town Meeting on 1/24 and vote to be part of the Expanded ETD. Representative Robert Yamartino will be a member of the Board.
- Scope for the Fare Study is being reviewed.
- FTD approved transfer of Middletown Assets to Estuary.
- Consulting legal counsel FTA indicated that 2016 grant awarded to MAT could be transferred to Estuary. FTA still reviewing by-laws and polices for any issues that could possibly impact the transfer.
- The 55307 split has not been received due to lack of agreement. Further discussion is needed with DOT.
- Facility items are still open as Maureen was not able to attend the meeting.
- Meeting will be every 4<sup>th</sup> Tuesday @ 1 pm.

- Next Meeting is Tuesday January 25<sup>th</sup>.

#### Marketing Committee

Leslie reported:

- Susan Rubinsky is working on logo for combined ETD/MTD.
- Dave Lee to prepare RFP for rebranding design, colors, media-full marketing plan in next 2 weeks.
- Joe Comerford suggested that a budget for onsite meetings be added to the RFP including a stakeholder's meeting.
- XtraMile was discussed in a podcast and at the Transport Hartford Conference. A discussion will also take place at the State Legislative Breakfast.
- Improve service to Wesleyan and downtown Middletown with XtraMile.
- The Fare Study will be awarded in March and recommendations made by June. Until then there will be no fare for XtraMile.
- There will be Steering Committees for each study and consultants will bring recommendations based on those studies.

Nominating Committee – Angus McDonald had nothing to report but mentioned that he would be in touch with committee members about setting up a meeting time.

#### EXECUTIVE DIRECTOR'S REPORT

Joe reported:

- Covid update: Several people were out with Covid or Covid symptoms, fortunately rapid antigen tests were purchased and given out before the holidays. This help speed up the testing process. There were 3 Covid positive between the 2 Districts and several with covid symptoms only. The reduction to the 5-day isolation helped. The State and Middletown provided tests as well. Using KN95 masks here and more on order through the State. Covid having an impact yet not on ridership as much as at first.
- We have the TOD's for all positions. The Human Resources Manager and Lead Supervisor were filled internally. Backfilling some positions and still seeking a Procurement and Grants Specialist.
- Added a Road Supervisor at 9Town.
- Beginning to see the efficiencies gained from being a larger Transit District.
- Still having difficulties hiring drivers due to the labor market but we are better off than we were.

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

NEW BUSINESS – None.

#### OLD BUSINESS

David Lahm made a motion to accept the ETD By-Laws and ETD Board Policies as presented in the Board Packet. Joan Gay seconded the motion. The motion passed unanimously.

#### CHAIR COMMENTS

Leslie Strauss reviewed the current committee assignments and asked for volunteers to fill current openings.

Effective January 2022		ETD BOARD OF DIRECTORS AND COMMITTEES															
		FINANCE 4		MARKETING 3		ETC 6		PERSONNEL 2		LEGISLATIVE 3		SERVICE STUDY 4		NOMINATING 3		TRANSPORT ADVISORY 1	
<b>BOARD MEMBERS</b>	<b>TOWN</b>																
Leslie Strauss, ETD Chair	Chester			CHAIR													
Karl Kilduff	Clinton	X			X	CHAIR	X										
Angus McDonald, Jr.	Deep River				X		X				CHAIR						
Laura Francis, MAT Vice Chair	Durham				CHAIR												
Peter Bierrie	Essex	X								X	X						
Joan Gay, ETD Vice Chair	Killingworth	X			CHAIR			CHAIR									
David Lahm	Lyme			X													
Robert Yamartino	Middlefield				X												
Beverly Lawrence, MAT Secretary	Middletown				X												
Joe Samolis, MAT Chair	Middletown			X			X			X							
Tim Griswold, ETD Secretary	Old Lyme									X			CHAIR				
Charles Norz, ETD Treasurer	Old Saybrook		CHAIR								CHAIR	X					
John Hall	Westbrook						X										

Peter Bierrie made a motion to accept the committee appointments. Charlie Norz seconded the motion. The motion passed unanimously.

Leslie Strauss thanked everyone for their service.

BOARD MEMBER COMMENTS – None.

Next Meeting – 2/11/22 – 9 a.m. with remote options.

ADJOURNMENT

Peter Bierrie made a motion to adjourn the meeting at 10:00 a.m. Charlie Norz seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Lisa Gibson  
Clerk