



**ESTUARY TRANSIT DISTRICT
ANNUAL BOARD MEETING**
ETD Offices, 91 N. Main St, Middletown, CT
with Remote Options
August 09, 2024 at 9:00 AM

AGENDA

- I. Call to Order — L. Strauss, Chair
- II. Roll Call — T. Griswold, Secretary
- III. Visitors' Comments as They Pertain to Agenda Items
- IV. Secretary's Report — T. Griswold
 - [1.](#) Acceptance of Board Meeting Minutes of June 14, 2024
 - [2.](#) Acceptance of Expansion Committee Minutes of June 14, 2024
 - [3.](#) Acceptance of Legislative Committee Minutes of June 21, 2024
 - [4.](#) Acceptance of Facilities Committee Minutes of August 6, 2024
- V. Communications — T. Griswold
 - [1.](#) East Hampton Membership
- VI. Treasurer's Report — C. Norz
- VII. Committee Reports
 1. Facilities Committee — J. Gay, Chair
 2. Finance Committee — C. Norz, Chair
 3. Marketing Committee — L. Strauss, Chair
 4. Legislative Committee — J. Gay, Chair
 5. Transit Advisory Committee — T. Griswold, Chair
 6. Expansion Committee -- T. Griswold, Chair
 7. Nominating Committee — DG Fitton , Chair
 8. Personnel Committee — J. Hall
 9. COG Update — B. Geraghty, Transit Planner
- VIII. Executive Director's Report — J. Comerford
- IX. Transit Planner's Report - B. Geraghty
- X. Finance Director's Report — H. Famiglietti
 - [1.](#) Budget vs. Actual and Cash Flow
- XI. Operations Director's Report — J. Whitcomb

- [1.](#) Ridership
- [2.](#) Customer Service Report
- XII. Maintenance Director's Report — P. Hevrin
- XIII. Executive Session for the Purpose of Discussing Labor Contract Negotiations
- XIV. New Business
 1. Election of Officers
 2. Committee Assignments
 - [3.](#) Conflict of Interest Forms
 - [4.](#) DOT Authorizing Resolution
 - [5.](#) AAA Authorizing Resolution
 - [6.](#) Emergency Repair of Cooling System Authorizing Resolution
 - [7.](#) Bus Purchase Authorizing Resolution
 - [8.](#) Labor Contract Resolution
- XV. Old Business
 - [1.](#) Dissolution of MTD
- XVI. Chair Comments
- XVII. Board Members Comments
- XVIII. Next Meeting — October 11, 2024 at 9:00 AM with Remote Options
- XIX. Adjournment

Join Zoom Meeting

Meeting ID: 856 5832 2438

Passcode: 322594

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

THESE MINTUES ARE SUBJECT TO APPROVAL AT THE NEXT ETD MEETING

ESTUARY TRANSIT DISTRICT
RIVER VALLEY TRANSIT
REGULAR MEETING
Friday, June 14, 2024
91 N. Main Street, Middletown, CT and via ZOOM

CALL TO ORDER

Chairman Strauss called the meeting to order at 9:00 p.m. In attendance included: Leslie Strauss, Tim Griswold, Charlie Norz (ZOOM, exited at 10:15 a.m.), Steve Zissou (ZOOM), John Hall (ZOOM), Katherine Russell, Joan Gay (ZOOM), Christine Marques, Brendan Rea (ZOOM) DG Fitton (ZOOM), Michelle Benivegna (ZOOM) and Beverly Lawrence (ZOOM, exited at 10:04 a.m.).

Staff: Haylna Famiglietti, Brendan Geraghty, Chris Dennison, Joe Comerford (ZOOM) (exited the meeting at 10 a.m.)

New Board members Katherine Russell, Brendan Rea, and Michelle Benivegna were welcomed to the Board. Each member provided a brief overview of their background and interest in serving the District.

PUBLIC HEARING ON PROPOSED FY 24/25 BUDGET

The Public Hearing on the proposed 24/25 Budget was opened at 9:04 a.m.

No comments from the Public were received.

Katherine Russell made a motion to close the Public Hearing at 9:12 a.m. Tim Griswold seconded the motion. The motion passed unanimously.

VISITORS' COMMENTS – None.

SECRETARY'S REPORT

Charlie Norz made a motion to accept the minutes from the 4/19/24 Regular Board meeting as presented. Joan Gay seconded the motion. The motion passed unanimously.

*Note – acceptance of the 4/19/24 “Regular” meeting minutes was incorrectly listed as “Special” meeting minutes on the agenda.

Tim Griswold made a motion to accept the minutes from the 4/19/24 Expansion Committee meeting as presented. Charlie Norz seconded the motion. The motion passed unanimously.

Joan Gay made a motion to accept the minutes from the 5/14/24 Finance Committee meeting as presented. DG Fitton seconded the motion. The motion passed unanimously.

Tim Griswold made a motion to accept the minutes from the 5/20/24 Special Board meeting as presented. Beverly Lawrence seconded the motion. The motion passed unanimously.

Tim Griswold made a motion to accept the minutes from the 6/11/24 Transit Advisory Board meeting as presented. Beverly Lawrence seconded the motion. The motion passed unanimously.

Christine Marques made a motion to accept the minutes from the 6/11/24 Facilities Committee meeting as presented. Charlie Norz seconded the motion. The motion passed unanimously.

Joan Gay made a motion to accept the minutes from the 6/12/24 Finance Committee meeting as presented. Charlie Norz seconded the motion. The motion passed unanimously.

COMMUNICATIONS – None.

TREASURER’S REPORT – None.

Christine Marques made a motion to amend the order of the agenda to discuss “New Business”. DG Fitton seconded the motion. The motion passed unanimously.

NEW BUSINESS

Approval of FY24-25 Budget

A copy of the proposed FY 24/25 Budget was included in the Board’s packet. No comments were received from the Public relative to the Budget. The Budget has been reviewed by the Finance Committee.

Christine Marques made a motion to approve the FY 24/25 Budget as presented. John Hall seconded the motion. The motion passed unanimously.

Insurance Anti-Trust Resolution

Tim Griswold read the resolution as follows:

WHEREAS ETD is a self-insured employer through its participation in the State of Connecticut’s Partnership Plan 2.0;

WHEREAS, Based on discussions with counsel, ETD believes that it has valid claims against Hartford Healthcare Corporation for various anti-trust and anti-competition violations;

WHEREAS, such claims may be best raised as a class action lawsuit, and ETD desires to bring such claims on behalf of similarly situated employers who may be impacted by Hartford Healthcare Corporation’s practices;

NOW THEREFORE, BE IT RESOLVED, the Board hereby authorizes Aeton Law Partners, LLP and Freed Kanner London & Millen, LLC, to initiate such litigation on behalf of ETD and a class of similarly situated employers against Hartford Healthcare Corporation and such other entities as they determine necessary;

BE IT FURTHER RESOLVED, Aeton Law Partners, LLP and Freed Kanner London & Millen, LLC are authorized to take such actions in the conduct of such litigation as they deem appropriate and necessary to advance the interests of ETD and the class and seek appropriate relief in connection with such claims;

BE IT FURTHER RESOLVED, Joseph Comerford is authorized to sign all appropriate documents and engagement letters with Aeton Law Partners, LLP and Freed Kanner London & Millen, LLC and any other paperwork necessary in the conduct of the action on behalf of ETD so that they may undertake such representation.

DG Fitton made a motion to approve the Insurance Anti-Trust Resolution as presented. Christine Marques seconded the motion. The motion passed unanimously.

Site Improvement Resolution

Tim Griswold read the resolution as follows:

WHEREAS, on May 2, 2024, an Invitation for Bids for site improvements to 110 N. Main Street, Middletown to include milling and paving, and the installation of fencing and gate hardware, was released; and

WHEREAS no bids were received in response to this solicitation; and

WHEREAS, on June 5, 2024, CTDOT approved waiving ETD’s purchasing policy for a formal procurement for purchase equal to or greater than fifty thousand dollars (\$50,000); and

WHEREAS, Holzner Construction was named the lowest, responsive and responsible Bidder; for the aforementioned tasks;

BE IT RESOLVED, that the Board of Directors waives the requirement for a formal procurement for the site improvements at 110 N. Main Street; and

BE IT FURTHER RESOLVED, that the Executive Director, Joseph Comerford, hereby is authorized on behalf of the ETD to award the winning bid and sign a contract with Holzner Construction for the aforementioned tasks for the ETD in an amount not to exceed seventy-four thousand five hundred dollars (\$74,500).

Charlie Norz made a motion to approve the Site Improvement Resolution as presented. Brendan Rea seconded the motion. The motion passed unanimously.

EXECUTIVE DIRECTOR’S REPORT

Joe reported:

* The electric buses (35’) are due for delivery to Hartford in August. These are state vehicles and part of the DOT’s fleet. The State is no longer permitted to purchase diesel buses. They are expected at the District in September. Photos of the vehicles were screenshared.

- * The new HR system has allowed the District to streamline protocols in managing employees and the system enhances communication through District sites.
- * HCare.com will start in July and offers employees benefits for back-up day care.
- * Fare Pilot workshops were held for employees and the public. Their program allows a rider's credit card to become their bus ticket. The District, along with Meriden, is piloting this program.
- * The launch of new and expanded District services (Park Connect, Clinton Trolley, XMile, route 645 and expansions on fixed routes) went well. Joe thanked the staff for their efforts on this project.

Joan Gay made a motion to accept the Executive Director's Report as presented. Charlie Norz seconded the motion. The motion passed unanimously.

COMMITTEE REPORTS

Facilities Committee

Joan Gay reported on initiatives of the Facilities Committee including bus electrification, the Facilities Master Plan, Middletown Right of Way Acquisition, an update on the status of the Shoreline Facility, the Middletown Terminal renovation project and bus shelter program.

The minutes of the 6/11/24 Facilities meeting provide details of these initiatives and were included in the Board's packet.

Tim Griswold made a motion to accept the Facilities Committee report as presented. Joan Gay seconded the motion. The motion passed unanimously.

Finance Committee

Charlie Norz reported that the Finance Committee has reviewed the Finance Director's report, and it is in order. Operating expenses are on budget and the cash position is healthy.

The Board discussed the appropriate level of surplus funding. Joe Comerford reported that in the past, the State encouraged District's to build a strong fund balance. In addition, the use of CARES funds has enabled the fund balance to grow.

Katherine Russell made a motion to accept the Finance Committee report as presented. Joan Gay seconded the motion. The motion passed unanimously.

Marketing Committee

Graphics of the two electric buses were screen shared. The District's logo is included on the buses and the color scheme of the vehicles matches the District's colors.

Town newsletters, emails, etc. were used to publicize the new routes, Xtra Mile, etc.

A Press Conference for the XMile program in Madison/Guilford is scheduled on June 25 @ 1:30 p.m. location TBD. All are welcome to attend.

The District has seen a large increase in website usage.

The District participated in Middletown’s Art Fest.

Joan Gay made a motion to accept the Marketing Report as presented. Katherine Russell seconded the motion. The motion passed unanimously.

Legislative Committee – No report.

Transit Advisory Committee

Tim Griswold reported on initiatives of the Transit Advisory Committee including the Passio system, Smart Grant, Service Expansion review, Xtra Mile launch, bus shelter project and Park Connect program.

The minutes of the 6/11/24 Transit Advisory Committee meeting provide details of these initiatives and were included in the Board’s packet.

The Board briefly discussed the advantages of a “dashboard” to facilitate the apps that may be used for services.

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

Personnel Committee – No report. This committee currently has one member. New board members were encouraged to let Chris Dennison know what committees they have an interest in serving on.

COG Update

Brendan Geraghty reported that the COG is working on the Thrive Grant (transit-oriented grant) for technical assistance. Areas of concentration include Shoreline train stations and the bus terminal in Middletown. In addition, the use of propane for fuel options on smaller vehicles is being explored.

Katherine Russell made a motion to accept the COG Update as presented. Christine Marques seconded the motion. The motion passed unanimously.

Tim Griswold made a motion to add to the agenda the update from the Expansion Committee. Leslie Strauss seconded the motion. The motion passed unanimously.

Expansion Committee

Tim Griswold reported that E. Hampton and Portland are considering the possibility of joining the District.

The need for clarity vis a vis the calculation of fees to be charged to towns was briefly discussed.

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

TRANSIT PLANNER'S REPORT

Brendan provided an update as follows:

Passio Update

- All Hardware Installed at the Middletown Terminal, Old Saybrook Train Station, and Scranton Gazebo in Madison,
- Arrival times have been largely incorrect for many months and we have been working with the vendors to improve the estimated time arrivals.

Smart Grant

- CTITP pilot for fare payment validation.
- Pilot project with DOT for fare payment machines that will allow for debit or credit cards as payment for fare on the buses
- Enables the ability for **Fare Capping**
- Bus operator focus group conducted and a rider focus group on Wednesday to discuss how to best promote and use these new devices

Service Span Expansion

- May 28th we launched our service span expansion across the system
- Service increases were primarily in Middletown with Weeknight, Saturday night and most importantly Sunday service
- We also launched Sunday service for the 641 Bus Route in the Shoreline
- Some people starting to use Sunday Service 111 on Sunday in Middletown
- Riders I have interactive with have been appreciative
- Hard to find the drivers but we eventually got there

XtraMile Expansion

- Statewide Microtransit Grant
- Applied and got funding for three zones Middletown, Madison & Guilford, and East Hampton
- Middletown is seasonal with the College semester schedule and will launch in the Fall semester in August/September
- On the 28th we launched both East Hampton & Madison and Guilford zones
- Ridership has been modest which is to be expected but especially in Madison we are seeing considerable growth and new riders using it every day which is exciting.
- On-demand zone

Bus Shelter Project

- Statewide bus stop amenity program
- Main focus right now is on bus shelters
- Later rounds can include other amenities for smaller use stops such as trash cans, solar lighting, etc
- We are targeting Middletown for our initial round of bus shelters at our highest ridership stops
- *Show Map*
- Fedex, Sagamore Hills, Newfield towers, Stonycrest Towers, High & William, Westlake Drive etc

- We did a bus tour with DOT and City of Middletown to Staff to review potential locations, and it went very well
- Have not heard much from them lately however, we need to follow up

Park Connect

- Park Connect Program also started on May 28th
- Free seasonal service to Hammonasset beach from Memorial Day to Labor Day
- Route 645 from Middletown to Hammonasset free on Sunday and pulls right into Hammonasset beach
- Clinton Trolley Free service Thursday – Sunday that serves Clinton and Madison
- XtraMile Madison & Guilford also has free rides to Hammonasset Beach

Tim Griswold made a motion to accept the Transit Planner’s Report as presented. Katherine Russell seconded the motion. The motion passed unanimously.

FINANCE DIRECTOR’S REPORT

Copies of the Cash Flow and Budget vs. Actual documents were included in the Board’s packet and screenshared. The Finance Committee has reviewed these documents and has found them to be in order. Halyna was available to address questions/comments posed by Board members.

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

OPERATIONS DIRECTOR’S REPORT

Brendan reported that ridership is increasing. Numbers were low in January in Middletown but have rebounded. Shoreline ridership has remained healthy and last month, had more riders than Middletown.

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 – No report.

OLD BUSINESS

Dissolution of MTD

Middlefield has withdrawn from Middletown Transit. Before dissolving MTD, the Town of Durham must officially withdraw from MTD.

CHAIR COMMENTS

Leslie encouraged Board members to participate in the meetings in person.

BOARD MEMBER COMMENTS – None.

ADJOURNMENT

DG Fitton made a motion to adjourn the meeting at 11:47 a.m. Brendan Rea seconded the motion. The motion passed unanimously.

Next Meeting - August 7, 2024, 9 a.m.

Respectfully submitted,

Suzanne Helchowski
Clerk

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

ESTUARY TRANSIT DISTRICT
EXPANSION COMMITTEE MEETING
ETD OFFICES, 91 N. Main Street, Middletown, CT with Remote Option
FRIDAY, JUNE 14, 2024, at 8:00 AM

CALL TO ORDER

The meeting was called to order by Timothy C. Griswold, Chair, at 8:02 a.m.

ROLL CALL

A quorum was established with the following committee members present: DG Fitton (via ZOOM), Tim Griswold, and Charlie Norz (via ZOOM)

Also in attendance: Staff: Joe Comerford (via Zoom), Christina Denison (via Zoom), Halyna Famiglietti, and Brendan Geraghty

OLD BUSINESS

Portland and East Hampton Update

Griswold has had conversations with David Cox, East Hampton Town Manager, and Ryan Curley, Portland First Selectman regarding membership. Both have received the District's letter and understand the dues structure. The matter will go before East Hampton Town Council later this month. The Town of Portland is in the process of reviewing the matter. Griswold does not anticipate any obstacles in either town joining. DG Fitton will discuss the issue with his contact in Portland.

NEW BUSINESS

Copies of the MGP budget FY024-25, Rider Statistics and Town Dues FY2024-25 report were included in the meeting packet.

Discussion of Potential Membership of East Haddam and Haddam

Methods for calculating membership dues for new towns were discussed. DG Fitton will forward a list of data points to consider to Brendan Geraghty who will create a couple of models to look at. The impact of such factors on the existing dues structure will also be looked at. Griswold suggested looking at how other districts calculate their dues structure.

ADJOURNMENT

Charles Norz made a motion, seconded by Fitton, to adjourn the meeting at 8 :37 a.m.

Next Meeting—The next meeting will be Friday, August 9, 2024, at 8:00 a.m. preceding the Board meeting.

Respectfully submitted,

Christina Denison
Clerk

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

ESTUARY TRANSIT DISTRICT
LEGISLATIVE COMMITTEE MEETING
VIA ZOOM
FRIDAY, JUNE 21, 2024, AT 1:00 P.M.

CALL TO ORDER

The meeting was called to order by Joan Gay, Chair, at 1:05 p.m.

ROLL CALL

Committee members present: Joan Gay and Christine Marques

Also in attendance:

Staff: Joe Comerford and Christina Denison

Joan Gay provided a brief description of the committee’s duties and the annual Legislative Breakfast and stressed its importance in building a close relationship with our State representatives, senators and local officials.

OLD BUSINESS

Recp of the 2024 Legislative Session

A copy of the 2024 CACT Legislative Session Overview was distributed at the meeting.

Joe Comerford provided a summary of bills from past sessions that are still of concern:

- Public Act 22-40 – freezes transit district funding at FY24 levels beginning this year, establishing an annual competitive funding program. Comerford stressed that cost of maintaining existing services should not be competitive, annual process. He hopes that this issue will be addressed and resolved this session.
- Public Act 22-25—prevents the State from procuring diesel-fuel transit buses beginning in January 2024. Comerford noted that this bill had been interpreted that the State could not purchase the buses, but the State could fund the transit districts’ purchases. However, an Executive order by the Governor states that the State cannot participate in any purchase of diesel buses after January 1, 2024. Comerford stated that as of right now diesel buses cannot be purchased and stressed that although we support the goal of moving forward towards zero emissions, the current facility cannot support the rapid charging without significant funding for infrastructure improvements.
- PHB5974 AAC Fare-Free Public Bus Transportation– Seeks to make fare-free public bus transportation permanent for residents of the state. He stated that we do not oppose free bus fares, but questioned where the funding would come from. He also indicated

that studies have shown that riders would rather have more service instead of free fares.

Comerford discussed the role of CT Association for Community Transportation (CACT) lobbyists in getting issues addressed.

NEW BUSINESS

None.

NEXT MEETING

To be determined.

ADJOURNMENT

The meeting was adjourned at 1:35 p.m.

Respectfully submitted,

Christina Denison
Clerk

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

ESTUARY TRANSIT DISTRICT
SPECIAL FACILITIES COMMITTEE MEETING
ETD OFFICES, 91 N. Main Street, Middletown, CT with Remote Option
TUESDAY, AUGUST 6, 2024, AT 2:00 P.M.

CALL TO ORDER

The meeting was called to order by Joan Gay, Chair, at 2:04 p.m.

ROLL CALL

A quorum was established with the following committee members present: Joan Gay, John Hall, Jim Irish, and Christine Marques

Also in attendance: Staff: Joe Comerford and Christina Denison

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

CT DOT: Graham Curtis, Bus Capital Programs, Asst. Administrator

Upon a recommendation from Leslie Strauss, Joe Comerford and Joan Gay will meet remotely one week prior to regularly scheduled meetings for updates.

FACILITIES PLAN WITH DOT

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

Graham Curtis reported:

Architecture & Engineering

Facilities Master Plan –

- Compensatory flood storage needs to be completed.
- CTDOT has permission from the City of Middletown to access the easement area of the North Main Street property.
- A topographical survey of the property has been completed.
- An environmental study is being conducted; some environmental issues are suspected.
- Design will begin once the compensatory fill and the environmental study are complete. DOT will engage a consultant.
- Electrification of buses –
 - Paving and fencing have been completed.
 - Buses will be delivered in September/October once the charging stations are ready; plugs for the portable chargers need to be installed. Buses will be predominantly branded with the electric bus logo but will be co-branded with RVT’s logo.

Comerford noted that Arcadis, electrical consultant, reported that electrification of the building would not be easy. He reported that per State mandate, transit districts are no longer allowed to purchase diesel buses. ETD will receive 4 diesel buses in 2027 and another 3 in 2028. The 2 charging stations that are being installed are temporary and slow charging; they will work for the pilot program but not as we receive more electric buses.

Right of Way Acquisition

Middletown Maintenance Facility –

- The Master Plan for the new maintenance facility has been completed.
- The equity analysis has been complete; very few comments were received from neighbors.

Shoreline Facility –

- Public meetings regarding the Westbrook property were held with opposition from some residents due to cost and traffic.
- The developer would like to move forward with the development plan and is working with DEEP regarding the septic issues. This process could take years which places the District’s plan for a shoreline facility at a standstill.
- Strauss and Gay expressed their frustration, stating “we move 1 step forward and 20 steps back” and questioned when the District should start looking at other sites.
- Comerford will forward a copy of the District’s “long list” of properties which were looked at when plans for a shoreline facility were first discussed to Curtis and DOT will begin an informal search.

Middletown Terminal Renovation –

- CTDOT will schedule a meeting with stakeholders for September

Bus Shelter Program—

- CTDOT and City of Middletown staff have looked at the potential sites. Abutters will be contacted; feedback is needed.

EXECUTIVE DIRECTOR’S REPORT

None.

ADJOURNMENT

The meeting was adjourned at 2:57 p.m.

The next meeting will be held on Tuesday, October 8, 2024, at 2:00 p.m.

Respectfully submitted,

Christina Denison
Clerk



June 28, 2024



By: _____

TOWN COUNCIL

- Dean Markham
Chairperson
- Karen Wanat
Vice Chairperson
- Deborah Cunningham
- Tim Feegel
- Richard Knotek
- Jack Solomon
- Jordan Werme

Mr. Joseph Comerford
Executive Director
River Valley Transit
91 N Main Street
Middletown CT 06457

Dear Mr. Comerford,

This letter is in follow up to your letter dated April 29, 2024 in which you, on behalf of the Estuary Transit District, invite the Town of East Hampton to join the District and become a member municipality. As you note, the Town has been a participating member with Middletown Area transit, which is now part of River Valley Transit/Estuary Transit District after the merger of the organizations.

At its meeting on June 25, 2024, the East Hampton Town Council accepted the invitation to join the District by unanimous action. In its motion, the Town Council indicated that the Town Manager or his/her designee would serve as the Town's representative.

On behalf of the Town Council, thank you for the invitation. I look forward to working with the River Valley Transit board and others to shape transit in the future. Please let me know what other steps need to be taken to finalize this transition. Otherwise, I look forward to seeing you at the next Board meeting.

Sincerely,

David E. Cox
Town Manager

Cc: Town Council
Sam Gold, Executive Director, River COG

GRANTS TOTAL	ESTUARY TRANSIT DISTRICT		
	For the Period July 1, 2023 to June 30, 2024		
	YTD ACTUAL	BUDGET AMOUNT	YTD % of BUDGET
REVENUE			
FAREBOX REVENUE	\$ 409,064	\$ 292,000	140%
URBAN CARES ACT	\$ 847,635	\$ 992,250	85%
RURAL CARE ACT	\$ 426,767	\$ 68,500	623%
OTHER	\$ 129,381	\$ 173,577	75%
TOTAL REVENUE	\$ 1,812,847	\$ 1,526,327	119%
EXPENSES			
SALARY AND BENEFITS	\$ 4,346,313	\$ 3,935,000	110%
PROFESSIONAL SERVICES	\$ 591,941	\$ 585,000	101%
RENT&UTILITIES	\$ 236,473	\$ 260,000	91%
INSURANCE	\$ 112,213	\$ 140,000	80%
MAINTENANCE	\$ 462,390	\$ 650,000	71%
FUEL	\$ 581,427	\$ 770,000	76%
MISCELLANEOUS EXPENSE	\$ 67,179	\$ 95,000	71%
PARK CONNECT	\$ 55,559	\$ 91,000	61%
PURCHASE TRANSPORTATION	\$ 9,767	\$ 25,000	39%
TOTAL EXPENSES	\$ 6,463,263	\$ 6,551,000	99%

DEFICIT	\$ (5,077,182)	\$ (5,024,673)
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DOT	\$ 5,080,843	\$ 5,124,815
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LOCAL	\$ -	\$ 683,750
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Surplus/(Deficit)	\$ 3,661
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FIXED 5307	ESTUARY TRANSIT DISTRICT		
	For the Period July 1, 2023 to June 30, 2024		
	YTD ACTUAL	BUDGET AMOUNT	YTD % of BUDGET
REVENUE			
FAREBOX REVENUE	\$ 317,926	\$ 225,000	141%
URBAN CARES ACT	\$ 493,170	\$ 536,750	92%
RURAL CARE ACT			0%
OTHER		\$ 173,577	0%
TOTAL REVENUE	\$ 811,096	\$ 935,327	87%
EXPENSES			
SALARY AND BENEFITS	\$ 2,810,874	\$ 2,680,500	105%
PROFESSIONAL SERVICES	\$ 458,602	\$ 485,500	94%
RENT&UTILITIES	\$ 187,679	\$ 200,000	94%
INSURANCE	\$ 90,424	\$ 100,000	90%
MAINTENANCE	\$ 292,133	\$ 450,000	65%
FUEL	\$ 404,872	\$ 550,500	74%
MISCELLANEOUS EXPENSE	\$ 43,109	\$ 54,500	79%
PARK CONNECT		\$ -	
PURCHASE TRANSPORTATION			
TOTAL EXPENSES	\$ 4,287,693	\$ 4,521,000	95%

DEFICIT	\$ (3,476,597)	\$ (3,585,673)
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DOT	\$ 3,476,597	\$ 3,476,597
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LOCAL	\$ -	\$ 610,000
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Surplus/(Deficit)	\$ 0.00
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Midshore(OldSaybrook/Middletown) & Riverside EXT.	ESTUARY TRANSIT DISTRICT		
	For the Period July 1, 2023 to June 30, 2024		
	YTD ACTUAL	BUDGET AMOUNT	YTD % of BUDGET
REVENUE			
FAREBOX REVENUE	\$ 3,802	\$ 9,500	40%
URBAN CARES ACT			
RURAL CARE ACT			
OTHER	\$ 410		
TOTAL REVENUE	\$ 4,212	\$ 9,500	44%
EXPENSES			
SALARY AND BENEFITS	\$ 286,243	\$ 227,000	126%
PROFESSIONAL SERVICES	\$ 16,782	\$ 29,000	58%
RENT&UTILITIES	\$ 7,011	\$ 19,000	37%
INSURANCE	\$ 3,330	\$ 12,500	27%
MAINTENANCE	\$ 34,597	\$ 40,000	86%
FUEL	\$ 31,372	\$ 46,000	68%
MISCELLANEOUS EXPENSE	\$ 1,597	\$ 6,000	27%
PARK CONNECT			
PURCHASE TRANSPORTATION			
TOTAL EXPENSES	\$ 380,932	\$ 379,500	100%

DEFICIT	\$ (376,720)	\$ 379,720
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DOT	\$ 376,720	\$ 376,720
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LOCAL	\$ -
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Surplus/(Deficit)	\$ 0
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RURAL 5311	ESTUARY TRANSIT DISTRICT		
	For the Period July 1, 2023 to June 30, 2024		
	YTD ACTUAL	BUDGET AMOUNT	YTD % of BUDGET
REVENUE			
FAREBOX REVENUE	\$ 8,834	\$ 8,000	110%
URBAN CARES ACT			
RURAL CARE ACT	\$ 426,767	\$ 68,500	623%
OTHER			
TOTAL REVENUE	\$ 435,601	\$ 76,500	569%
EXPENSES			
SALARY AND BENEFITS	\$ 294,048	\$ 222,000	132%
PROFESSIONAL SERVICES	\$ 43,603	\$ 21,000	208%
RENT&UTILITIES	\$ 12,683	\$ 12,000	106%
INSURANCE	\$ 6,846	\$ 7,000	98%
MAINTENANCE	\$ 27,843	\$ 25,000	111%
FUEL	\$ 48,018	\$ 26,000	185%
MISCELLANEOUS EXPENSE	\$ 2,560	\$ 3,500	73%
PARK CONNECT			
PURCHASE TRANSPORTATION			
TOTAL EXPENSES	\$ 435,600	\$ 316,500	138%

DEFICIT	\$ (426,767)	\$ (240,000)
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DOT	\$ 426,767	\$ 427,000
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LOCAL		\$ -
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Surplus/(Deficit)	\$ -
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RT.81(Madison/Middletown)	ESTUARY TRANSIT DISTRICT		
	For the Period July 1, 2023 to June 30, 2024		
	YTD ACTUAL	BUDGET AMOUNT	YTD % of BUDGET
REVENUE			
FAREBOX REVENUE	\$ 4,157	\$ 4,000	104%
URBAN CARES ACT	\$ 172,348	\$ 168,500	102%
RURAL CARE ACT			0%
OTHER			
TOTAL REVENUE	\$ 176,505	\$ 172,500	102%
EXPENSES			
SALARY AND BENEFITS	\$ 135,591	\$ 127,500	106%
PROFESSIONAL SERVICES			
RENT&UTILITIES			
INSURANCE			
MAINTENANCE	\$ 16,822	\$ 20,000	84%
FUEL	\$ 15,687	\$ 21,000	75%
MISCELLANEOUS EXPENSE	\$ 8,405	\$ 4,000	210%
PARK CONNECT			
PURCHASE TRANSPORTATION			
TOTAL EXPENSES	\$ 176,505	\$ 172,500	102%

DEFICIT	\$ -	\$ -
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DOT	\$ -	\$ -
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LOCAL	\$ -
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Surplus/(Deficit)	\$ -
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ADA, DAR & MGP	ESTUARY TRANSIT DISTRICT		
	For the Period July 1, 2023 to June 30, 2024		
	YTD ACTUAL	BUDGET AMOUNT	YTD % of BUDGET
REVENUE			
FAREBOX REVENUE	\$ 40,028	\$ 25,000	160%
URBAN CARES ACT	\$ 19,841		
RURAL CARE ACT			
OTHER	\$ 97,643		
TOTAL REVENUE	\$ 157,512	\$ 25,000	630%
EXPENSES			
SALARY AND BENEFITS	\$ 649,583	\$ 478,000	136%
PROFESSIONAL SERVICES	\$ 65,837	\$ 35,000	188%
RENT&UTILITIES	\$ 27,634	\$ 29,000	95%
INSURANCE	\$ 11,613	\$ 20,500	57%
MAINTENANCE	\$ 69,967	\$ 79,500	88%
FUEL	\$ 61,871	\$ 86,500	72%
MISCELLANEOUS EXPENSE	\$ 5,505	\$ 15,500	36%
PARK CONNECT			
PURCHASE TRANSPORTATION			
TOTAL EXPENSES	\$ 892,010	\$ 744,000	120%

DEFICIT	\$ (734,498)	\$ 719,000
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DOT	\$ 734,498	\$ 734,498
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LOCAL	\$ -	\$ 73,750
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Surplus/(Deficit)	\$ (0.00)	
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X_MILE	ESTUARY TRANSIT DISTRICT		
	For the Period July 1, 2023 to June 30, 2024		
	YTD ACTUAL	BUDGET AMOUNT	YTD % of BUDGET
REVENUE			
FAREBOX REVENUE	\$ 29,989	\$ 8,000	375%
URBAN CARES ACT	\$ 162,277	\$ 287,000	57%
RURAL CARE ACT			
OTHER	\$ 27,000		
TOTAL REVENUE	\$ 219,265	\$ 295,000	74%
EXPENSES			
SALARY AND BENEFITS	\$ 169,974	\$ 200,000	85%
PROFESSIONAL SERVICES	\$ 7,117	\$ 14,500	49%
RENT&UTILITIES	\$ 1,466		
INSURANCE			
MAINTENANCE	\$ 21,028	\$ 35,500	59%
FUEL	\$ 19,607	\$ 40,000	49%
MISCELLANEOUS EXPENSE	\$ 73	\$ 5,000	1%
PARK CONNECT			
PURCHASE TRANSPORTATION			
TOTAL EXPENSES	\$ 219,265	\$ 295,000	74%

DEFICIT	\$ -	\$ -
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DOT	\$ -	\$ -
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LOCAL	\$ -
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Surplus/(Deficit)	\$ -
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TAXI Voucher	ESTUARY TRANSIT DISTRICT		
	For the Period July 1, 2023 to June 30, 2024		
	YTD ACTUAL	BUDGET AMOUNT	YTD % of BUDGET
REVENUE			
FAREBOX REVENUE	\$ 4,328	\$ 12,500	35%
URBAN CARES ACT			
RURAL CARE ACT			
Prepaid Fare	\$ 4,328		
TOTAL REVENUE	\$ 8,656	\$ 12,500	69%
EXPENSES			
SALARY AND BENEFITS			
PROFESSIONAL SERVICES			
RENT&UTILITIES			
INSURANCE			
MAINTENANCE			
FUEL			
MISCELLANEOUS EXPENSE	\$ 5,930	\$ 6,500	91%
PARK CONNECT			
PURCHASE TRANSPORTATION	\$ 9,767	\$ 25,000	39%
TOTAL EXPENSES	\$ 15,697	\$ 31,500	50%

DEFICIT	\$ (7,041)	\$ 19,000
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DOT	\$ 7,041	\$ 19,000
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LOCAL	\$ -
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Surplus/(Deficit)	\$ -
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ParkConnect	ESTUARY TRANSIT DISTRICT		
	For the Period July 1, 2023 to June 30, 2024		
	YTD ACTUAL	BUDGET AMOUNT	YTD % of BUDGET
REVENUE			
FAREBOX REVENUE			
URBAN CARES ACT			
RURAL CARE ACT			
Prepaid Fare			
TOTAL REVENUE	\$ -	\$ -	\$ -
EXPENSES			
SALARY AND BENEFITS			
PROFESSIONAL SERVICES	\$ 22,679		
RENT&UTILITIES			
INSURANCE			
MAINTENANCE			
FUEL			
MISCELLANEOUS EXPENSE			
PARK CONNECT	\$ 32,880	\$ 91,000	
PURCHASE TRANSPORTATION			
TOTAL EXPENSES	\$ 55,559	\$ 91,000	61%

DEFICIT	\$ (55,559)	\$ 91,000
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DOT	\$ 59,220	\$ 91,000
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LOCAL	\$ -
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Surplus/(Deficit)	\$ 3,661
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RIVER VALLEY TRANSIT	
STATEMENT OF CASH FLOWS	
Tuesday, August 6, 2024	
Operating Checking	\$ -
Payroll Checking	\$ -
Capital Checking	\$ -
Money Market	\$ 2,111,087
Essex Savings Bank	\$ 98,360
BALANCE TOTAL	\$ 2,209,447

Account Payable	Aug-24	Sep-24	Oct-24
Payroll	\$ 3	\$ 356,500	\$ 356,500
Benefits	\$ 50,000	\$ 130,000	\$ 130,000
Professional Services	\$ 47,904	\$ 52,000	\$ 52,000
CIRMA	\$ 10,000	\$ 15,000	\$ 15,000
Rent & Utilities	\$ 25,000	\$ 25,000	\$ 25,000
Insurance	\$ 6,000	\$ 15,000	\$ 15,000
Fuel	\$ 65,000	\$ 75,000	\$ 75,000
Vehicle Maintenance and Repairs	\$ 35,000	\$ 50,000	\$ 50,000
Other Monthly Expenses	\$ 10,500	\$ 15,500	\$ 15,500
TOTAL EXPENSES	\$ 249,407	\$ 734,000	\$ 734,000

Account Receivable			
CT DOT FY23 Capital Grants	\$ 72,561	\$ 39,300	\$ -
CT DOT FY24 Capital Grants	\$ -	\$ 117,770	\$ -
CT DOT FY 24 OPR	\$ 323,211	\$ 404,883	\$ -
URBAN CAR ACT FY24	\$ -	\$ 17,769	\$ -
FIXED 5307 FY25	\$ -	\$ -	\$ 1,047,082
DAR FY25	\$ -	\$ -	\$ 28,083
ADA FY25	\$ -	\$ -	\$ 123,644
MGP Grant FY25	\$ -	\$ -	\$ 109,112
RURAL 5311 FY25	\$ -	\$ 29,535	\$ 29,535
New Freedom 5310 FY 25	\$ 5,500	\$ 33,400	\$ 33,400
Madison/Middletown (RT.81) FY25	\$ -	\$ 14,375	\$ 14,375
X-Mile FY 25	\$ 57,000	\$ 16,500	\$ 16,500
TAXI Voucher FY 25	\$ -	\$ 1,500	\$ 1,500
URBAN CAR ACT FY25	\$ -	\$ 5,000	\$ 5,000
Fare Box and Pre-paid Fare Revenue	\$ 14,000	\$ 28,500	\$ 28,500
Middlesex Hospital, Wesleyan, AAA	\$ 15,000	\$ 5,600	\$ 5,600
Town Dues	\$ 75,430	\$ 81,470	\$ -
TOTAL REVENUE	\$ 562,702	\$ 795,602	\$ 1,442,331

Cash at the beginning of the period	\$ 2,209,447	\$ 2,522,743	\$ 2,584,344
Cash at the end of the period	\$ 2,522,743	\$ 2,584,344	\$ 3,292,675

Money Market Account Interest as of 07/31/2024		4.60%	\$ 48,636.07
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640 Old Saybrook

	January	February	March	April	May	June	July	August	September	October	November	December	Total
2023										51	89	51	191
2024	40	86	74	108	94	51	64						517

641 Old Saybrook - Madison

	January	February	March	April	May	June	July	August	September	October	November	December	Total	Change
2017	4818	4677	5464	4821	5353	5328	4816	5087	4427	4618	4344	3965	57718	-14%
2018	4116	4122	4341	4531	4912	4629	4789	5154	4282	5252	4355	3747	54230	-6%
2019	4213	3961	4358	4396	4631	3902	4021	3892	3639	3970	3222	2919	47124	-13%
2020	3525	3450	2346	568	648	1126	1546	1831	2313	2317	1683	1466	22819	-52%
2021	1502	1422	1872	1943	2186	2533	2752	2754	3239	3122	3102	2766	29193	28%
2022	2260	2660	2873	3638	3484	3753	3769	3848	3825	3954	3793	3314	41171	41%
2023	3952	3464	4420	3500	3247	3488	3124	3471	4588	3567	3606	3232	43659	6%
2024	3626	3479	4051	4127	4315	4019	4414						28031	
	-8%	0%	-8%	18%	33%	15%	41%	-10%	20%	-10%	-5%	-2%		

642 Chester

	January	February	March	April	May	June	July	August	September	October	November	December	Total	Change
2017	747	717	647	625	691	687	625	570	599	646	591	638	7783	-9%
2018	512	502	570	553	603	513	504	531	571	532	500	554	6445	-17%
2019	586	605	641	575	588	418	414	430	456	461	396	348	5918	-8%
2020	362	319	269	132	168	294	357	438	355	473	209	206	3582	-39%
2021	230	146	222	300	349	346	433	378	420	440	404	398	4066	14%
2022	287	289	344	351	388	394	424	411	408	606	434	314	4650	14%
2023	340	328	344	525	562	311	300	298	778	260	201	194	4441	-4%
2024	232	208	368	227	157	188	232						1612	
	-32%	-37%	7%	-57%	-72%	-40%	-23%	-27%	91%	-57%	7%	-21%		

643 New London

	January	February	March	April	May	June	July	August	September	October	November	December	Total	Change
2017	641	582	675	619	678	643	564	684	588	574	537	442	7227	-26%
2018	430	508	502	492	565	541	644	654	583	775	629	595	6918	-4%
2019	582	535	661	632	709	616	527	622	445	562	448	422	6761	-2%
2020	485	436	466	260	266	394	456	412	404	467	343	343	4732	-30%
2021	359	273	393	377	361	417	505	504	467	356	282	309	4603	-3%
2022	269	269	325	338	279	430	436	577	477	578	576	473	5027	9%
2023	450	404	517	402	387	445	359	407	395	361	369	329	4825	-4%
2024	270	287	351	421	354	359	528						2570	
	-40%	-29%	-32%	5%	-9%	-19%	47%	-29%	-17%	-38%	-36%	-30%		

644 Old Saybrook - Middletown

	January	February	March	April	May	June	July	August	September	October	November	December		
2017	700	622	647	709	787	710	631	850	909	980	801	688	9034	-9%
2018	662	721	732	776	816	737	750	801	732	844	645	543	8759	-3%
2019	613	645	656	642	592	474	539	591	609	760	584	452	7157	-18%
2020	513	526	367	151	148	227	315	307	340	390	261	208	3753	-48%
2021	194	139	219	305	281	303	301	355	404	378	409	334	3622	-3%
2022	278	379	418	415	443	541	551	528	526	459	456	408	5402	49%
2023	397	458	576	402	424	379	349	425	498	477	322	274	4981	-8%
2024	306	349	491	528	418	409	455						2956	
	-23%	-24%	-15%	31%	-1%	8%	30%	-20%	-5%	4%	-29%	-33%		-100%

645 Madison - Middletown

	January	February	March	April	May	June	July	August	September	October	November	December		
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	-17%
2021	232	212	281	302	291	269	323	261	324	275	360	358	3488	31%
2022	252	290	360	445	419	597	494	551	436	369	426	376	5015	44%
2023	456	419	519	386	445	460	476	592	476	628	530	460	5847	17%
2024	420	528	544	610	535	471	590						3698	
	-8%	26%	5%	58%	20%	2%	24%	7%	9%	70%	24%	22%		

Shoreline Routes Total

	January	February	March	April	May	June	July	August	September	October	November	December		
2019	6221	5992	6607	6610	6791	5634	5787	5853	5482	6007	4865	4298	70147	
2020	5122	4951	3642	1235	1384	2241	2896	3214	3627	3886	2815	2529	37542	-46%
2021	2517	2192	2987	3227	3468	3868	4314	4252	4854	4571	4557	4165	44972	20%
2022	3346	3887	4320	5187	5013	5715	5674	5915	5672	5966	5685	4885	61265	36%
2023	5595	5073	6376	5215	5065	5083	4608	5193	6735	5344	5117	4540	63944	4%
2024	4894	4937	5879	6021	5873	5497	6283	0	0	0	0	0	39384	
	-13%	-3%	-8%	15%	16%	8%	36%	-12%	19%	-10%	25%	17%		
	-21%	-18%	-11%	-9%	-14%	-2%	9%	-11%	23%	-11%	5%	6%		

581 Saybrook Rd (Mon - Sun)

	January	February	March	April	May	June	July	August	September	October	November	December	
2022						4357	4423	4817	4707	5011	4934	4,577	32826
2023	6231	5401	6204	3404	2991	3,196	3,123	3,368	2,981	2,774	2,311	2,204	44188
2024	2762	2718	2977	2717	2891	3,132	2,513						19710
	-56%	-50%	-52%	-20%	-3%	-2%	-20%	-30%	-37%	-45%	-53%	-52%	

582 Wesleyan Hills (Mon - Fri)

	January	February	March	April	May	June	July	August	September	October	November	December	
2022						1594	1502	2090	1993	1893	2178	1,885	13135
2023	1840	783	2029	1578	1212	1,256	1,179	1,483	1,338	1,341	1,530	1,105	16674
2024	1037	1123	1250	1293	1011	1,135	1,082						
	-44%	43%	-38%	-18%	-17%	-10%	-8%	-29%	-33%	-29%	-30%	-41%	

583 Washington St (Mon - Sun)

	January	February	March	April	May	June	July	August	September	October	November	December	
2022						3299	3583	3699	3799	3694	3825	4,082	25981
2023	3897	3352	4185	2200	2549	2002	1847	1996	1921	1924	2360	1289	29522
2024	1339	1427	1577	1901	1765	1935	1831						
	-66%	-57%	-62%	-14%	-31%	-3%	-1%	-46%	-49%	-48%	-38%	-68%	

584 Newfield St (Mon - Sun)

	January	February	March	April	May	June	July	August	September	October	November	December	
2022						5390	4868	5517	5872	5624	5781	5,954	39006
2023	6094	5051	5637	3772	4235	3,432	3,394	3,427	3,598	2,546	3,162	2,901	47249
2024	2880	2982	3042	3261	3510	3,149	3,401						
	-53%	-41%	-46%	-14%	-17%	-8%	0%	-38%	-39%	-55%	-45%	-51%	

585 Westlake Dr (Mon - Fri)

	January	February	March	April	May	June	July	August	September	October	November	December	
2022						3910	4533	5507	5485	4759	4947	4,671	33812
2023	6,040	4,818	6,417	2,988	2,969	3,704	3,104	4,111	3,041	3,275	3,301	2,952	46720
2024	3,212	3,357	3,570	3,281	3,466	2,862	2,993						
	-47%	-30%	-44%	10%	17%	-23%	-4%	-25%	-45%	-31%	-33%	-37%	

586 Portland/East Hampton

	January	February	March	April	May	June	July	August	September	October	November	December	
2022						592	468	535	424	467	460	454	3400
2023	352	247	249	555	631	556	646	619	727	654	497	647	6380
2024	560	476	508	556	547	477	430						
	59%	93%	104%	0%	-13%	-14%	-33%	16%	71%	40%	8%	43%	

590 Middletown - Meriden (Mon - Sat)

	January	February	March	April	May	June	July	August	September	October	November	December	
2022						2491	2500	3373	3548	3793	3984	3,978	23667
2023	4,233	3,954	4,748	3,175	2,691	2,676	2,589	2,598	2,378	2,209	1,648	2,137	35036
2024	2,462	2,356	2,674	3,058	2,698	2,788	2,771						
	-42%	-40%	-44%	-4%	0%	4%	7%	-23%	-33%	-42%	-59%	-46%	

Middletown Route Totals

	January	February	March	April	May	June	July	August	September	October	November	December	
2019					20770	18323	20032	22088	21953	21446	20873	19387	
2020		18736	23431	11543	11928	17129	14709	18564	20774	20043	14791	11492	
2021		10656	12382	13669	11494	12888	13202	13054	12950	13330	13756		
2022		12714	15600	18991	20781	22,642	23,022	26,471	26,610	26,140	26,744	26,059	245774
2023	29380	24321	29986	17786	17469	17067	16148	18009	16435	15593	15044	13554	201412
2024	14501	14735	15949	16203	16008	15478	15021	0	0	0	0	0	
	-51%	-39%	-47%	-9%	-8%	-9%	-7%	-32%	-38%	-40%	-44%	-48%	

*1,187 in other routes

Clinton Trolley

	January	February	March	April	May	June	July	August	September	October	November	December		
2019						68	245	528	0	0	0	0	841	
2020	0	0	0	0	0	0	7	46	73	41	0	0	167	-80%
2021	0	0	0	0	0	18	287	479	452	101	0	0	1337	701%
2022	0	0	0	0	0	41	284	199	148	96	0	0	768	
2023	0	0	0	0	0	53	115	177	220	34	0	0	599	
2024	0	0	0	0	0	10	154	109						
						-81%	34%	-38%	49%	-65%				

Madison Shuttle

	January	February	March	April	May	June	July	August	September	October	November	December	
2021	0	0	0	0	0	5	86	97	65	18	0	0	271
2022	0	0	0	0	0	34	13	29	9	15	0	0	100
2023	0	0	0	0	0	11	18	92	20	1	0	0	142
						-68%	38%	217%	122%	-93%			

XtraMile

	January	February	March	April	May	June	July	August	September	October	November	December		
2019						268	496	731	813	904	1049	1033	848	6142
2020	1019	1108	852	595	670	821	876	885	925	1073	904	1,068	10796	
2021	853	869	1130	1218	1149	1294	1447	1391	1501	1566	1554	1,566	15538	
2022	1393	1724	1954	1955	1918	2047	2029	2108	2965	3206	3112	2,705	27116	
2023	2182	2422	2783	1980	1821	1793	1766	1825	1838	1743	1699	1,533	23385	
2024	1383	1644	1695	1827	1861	1944	2324							
	-37%	-32%	-39%	-8%	2%	8%	32%	-13%	-38%	-46%	72%	47%		
OTP	92.7%	89.3%	95.1%	96.8%	88.2%	89.4%	96.1%				90.4%	90.6%		
Avg ETA	14.6	14.0	13.7	15.0	14.3	15.2	15.4				16.7	12.9		
Rating	4.9	4.9	4.9	4.9	4.9	4.8	4.9				4.8	4.9		

Dial-A-Ride

	January	February	March	April	May	June	July	August	September	October	November	December		
2017	818	678	932	750	805	736	765	813	748	753	731	646	9175	-10%
2018	713	768	785	948	1417	1020	931	957	698	999	880	932	11048	20%
2019	1212	1141	1198	1343	1272	1022	1138	1026	915	1099	866	779	13011	18%
2020	999	934	560	200	209	276	346	272	468	616	286	536	5702	-56%
2021	593	504	800	731	661	631	559	589	916	753	692	715	8144	43%
2022	606	661	829	746	750	709	856	834	754	690	722	664	8821	
2023	1442	1270	819	675	712	659	600	838	696	696	731	727	9865	
2024	639	739	814	856	878	727	816							
	-56%	-42%	-1%	27%	23%	10%	36%	0%	-8%	1%	1%	9%		
OTP	92.0%	90.0%	89.0%	90.2%	88.6%	86.0%	89.6%				84%	88%		

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	11	18	28	34	71	81	61	65	448
2021	69	47	81	76	110	112	75	97	173	186	186	273	1485	
2022	216	168	193	167	204	223	1265	1099	740	994	1006	945	7220	
2023	776	703	1014	776	876	854	558	657	696	757	675	590	8932	
2024	704	529	538	613	687	657	684							
	-9%	-25%	-47%	-21%	-22%	-23%	23%	-40%	-6%	-24%	-33%	-38%		
OTP	90.9%	91.0%	90.0%	90.8%	89.7%	86.8%	89.6%				89%	91%		

Total All Fixed Routes

	January	February	March	April	May	June	July	August	September	October	November	December	
2023	34975	29394	36362	23001	22598	22283	21025	23442	23205	20937	20161	18094	295477
2024	19395	19672	21828	22224	21891	21129	21413	0	0	0	0	0	147552

Total All Demand Response

	January	February	March	April	May	June	July	August	September	October	November	December	
2023	4400	4395	4616	3431	3409	3306	2924	3320	3230	3196	3105	2850	42182
2024	2726	2912	3047	3296	3426	3328	3824	0	0	0	0	0	22559

Monthly Totals

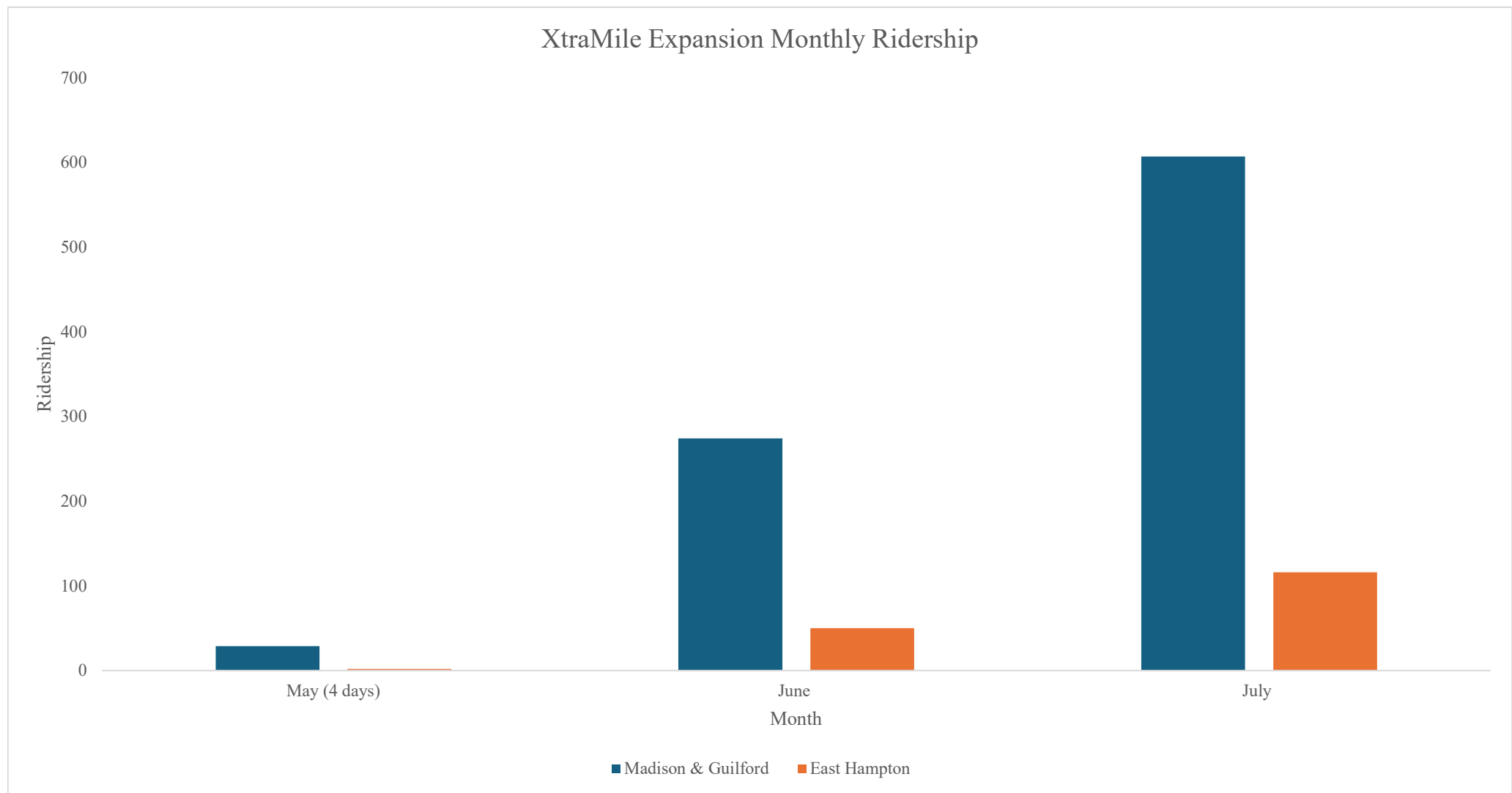
	January	February	March	April	May	June	July	August	September	October	November	December	Total	
2017	7724	7276	8365	7524	8314	8104	7401	8004	7271	7571	7004	6379	90937	-14%
2018	6433	6621	6930	7300	8313	7440	7618	8119	6979	8599	7186	6558	88096	-3%
2019	7439	7141	7806	7956	8335	7221	7918	8246	7364	8215	6826	5981	90448	3%
2020	7188	7020	5071	2035	2278	3364	4202	4491	5153	5667	4077	4207	54753	-39%
2021	4044	3612	4998	5252	5411	6278	6971	6846	7563	7076	6989	6719	71,759	31%
2022	5561	6440	7296	8055	7960	8978	33047	36576	36836	36996	37269	35258	260,273	
2023	39375	33789	40978	26432	26007	25589	23949	26762	26435	24082	23177	20893	337,468	
2024	22121	22584	24875	25520	25307	24303	25128	0	0	0	0	0	169,838	
	-44%	-33%	-39%	-3%	-3%	-5%	5%	-27%	-28%	-35%	-38%	-41%		

Fixed Route Expansion Ridership

	Ridership
May (4 days)	
Weeknight	52
Saturday Night	0
Sunday	0
June	
Weeknight	261
Saturday Night	223
Sunday	655
July	
Weeknight	380
Saturday Night	222
Sunday	715
Total Since Launch	2508

XtraMile Expansion Ridership

	Ridership	Pick-up On Time Performance	Average Ride Rating	Mobile Phone Booking Percentage
May (4 days)				
Madison & Guilford	29	100.0%	5	
East Hampton	2	100.0%	5	
				May Both Zones: n/a
June				
Madison & Guilford	274	90.6%	4.8	
East Hampton	50	100.0%	5	
				June Both Zones: 73.17%, Old Saybrook Zone: 40.51%
July				
Madison & Guilford	607	98.6%	4.9	
East Hampton	116	100.0%	5	
				July Both Zones: 71.63%, Old Saybrook Zone: 43.1%
Total	1078			



Jul-24 Customer Service Report

Call Report by Queue

	Inbound Calls	Answered	Abandoned	Avg Handle Time	Avg Wait Time	Longest Wait Time
Dial A Ride CQ	1081	999	82	2:25	:33	8:17
Fixed/General	1451	1239	212	1:59	:35	11:53
Paratransit CQ	278	244	34	2:13	:35	7:43
Xtra Mile CQ	1264	1206	58	1:15	:44	11:05
Total	4074	3688	386	1:53	:37	11:53

Customer Feedback

	Middletown	Shoreline	All	Valid	Nuetral	Invalid	Negative	Nuetral	Positive	Total
App	0	2	16	0	18	0	0	18	0	18
Booking Req	0	0	27	0	27	0	0	27	0	27
Bus Stop	1	0	0	0	1	0	0	0	0	1
Driver Safety	0	0	1	0	0	1	1	0	0	1
Fares	0	3	6	1	0	2	3	6	0	3
FOI										0
General										10
No-Show	1	0	0	0	0	1	1	0	0	1
Office Staff	1	0	0	1	0	0	1	0	0	1
OTP	1	0	0	1	0	0	1	0	0	1
Pass-by	0	1	0	0	0	1	1	0	0	1
Question										2
Routing	2	1	7	1	9	0	1	9	0	10
Rudeness	1	1	0	2	0	0	2	0	0	2
Sales										0
Service Change	0	0								0
Ticket Order										23
Website			0	0	0	0				0
Vehicle Clean	0	0					0	0	0	0
Total	6	6	14	6	9	5	11	15	0	101

Sources of Feedback

Facebook	0	0%
Email	101	93%
Phone	8	7%
Twitter	0	0%
Mail	0	0%
Total	109	

Feedback Handling Time (hours)

First Response	9:05
Resolution	50:25

Conflict of Interest Policy

Directors, the Executive Director, and other key management staff who participate in decision making for the Transit District have a duty to be free from the influence of personal considerations when conducting Transit District business. Such individuals' positions must never be used directly or indirectly for private gain or personal interest, or to cause the Transit District to violate applicable Federal or State laws and regulations. Such individuals shall, in all instances, avoid any action or participation that represents, or could be reasonably construed as representing, a conflict of interest.

For the purpose of this policy, "decision-making" shall include, but is not necessarily limited to, purchases and procurements, awarding of contracts, selection of contractors and agents, and other transactions that financially benefit an entity outside the Transit District.

Directors, the Executive Director, and other key management staff who participate in decision making for the Transit District shall annually complete a Conflict-of-Interest Statement (see below) disclosing all potential conflicts involving sources of income or business connections (both for themselves personally and immediate family members) outside the Transit District. The Statement shall also formally commit signatories to disclose to the Board of Directors any potential conflicts of interest that may arise in the course of their service to the Transit District and to abstain from participating in any decision-making that would represent, or could reasonably be construed as representing, a conflict of interest.

Signatories must promptly inform the Board in writing of any material change in the information provided in their Conflict-of-Interest Statement.

The Secretary will ensure that Conflict of Interest Statements have been completed by all required individuals and will ensure that the statements are maintained in a secure location.



ESTUARY TRANSIT DISTRICT

DIRECTOR'S CONFLICT OF INTEREST DISCLOSURE FORM

Name: _____

Please list below entities in which you are employed, in which you have a principal ownership position, or in which you and/or members of your immediate family could benefit financially as a result of such entity doing business with Estuary Transit District.

1. _____
2. _____
3. _____
4. _____
5. _____

Please append additional listings if necessary.

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

I have reviewed, and agree to abide by, the Conflict-of-Interest Policy of the Estuary Transit District.

I agree to disclose to the Board of Directors any potential conflicts of interest that may arise in the course of my service to the Transit District, and to abstain from participating in any decision-making that would represent, or could reasonably be construed as representing, a conflict of interest.

I agree to promptly submit an amended Conflict of Interest Disclosure form in the event of any material change in the information provided above.

Signature: _____

Date: _____

STATE OF CONNECTICUT)
)
COUNTY OF MIDDLESEX)

SS: Estuary Transit District
August 9, 2024

**Resolution No. 25-001
AUTHORIZING RESOLUTION
ESTUARY TRANSIT DISTRICT**

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

BE IT RESOLVED, that the Chairperson, Leslie B. Strauss, and/or in her absence or inability to act, the Vice Chairperson, Joan Gay, having been since August 9, 2024, are, hereby, authorized on behalf of the Estuary Transit District to negotiate and execute all necessary contract documents required to obtain funds from the Connecticut Department of Transportation.

CERTIFICATION:

I, Timothy C. Griswold, Secretary of the Estuary Transit District (“ETD”) do hereby certify that the foregoing is a true and correct copy of a resolution adopted at its meeting on August 9th, 2024, in which a quorum was present and acting throughout and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Estuary Transit District this 9th day of August 2024.

Timothy C. Griswold, Secretary

STATE OF CONNECTICUT)
)
COUNTY OF MIDDLESEX)

SS: ESTUARY TRANSIT DISTRICT
August 9, 2024

Resolution No. 25-002
AUTHORIZING RESOLUTION
ESTUARY TRANSIT DISTRICT

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

CERTIFICATION:

I, Timothy C. Griswold, Secretary of the Estuary Transit District (“ETD”) do hereby certify that the foregoing is a true and correct copy of a resolution adopted at its meeting on August 9th 2024, in which a quorum was present and acting throughout and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Estuary Transit District this 9th day of August 2024.

Timothy C. Griswold, Secretary

STATE OF CONNECTICUT)
)
COUNTY OF MIDDLESEX)

SS: ESTUARY TRANSIT DISTRICT
August 9, 2024

**RESOLUTION NO. 25-003
AUTHORIZING RESOLUTION
ESTUARY TRANSIT DISTRICT**

WHEREAS, the HVAC system for 91 N. Main Street, Middletown which houses the administrative offices and maintenance facility has failed; and

WHEREAS, this system failure affects the health, safety and work environment of employees, in addition to equipment; and

WHEREAS, normal competitive bidding procedures would cause undue delay in addressing this problem; and

WHEREAS, the conditions stated above are urgent and represent compelling reasons to allow Estuary Transit District (“ETD”) to enter a contract to address these repairs; and

WHEREAS, the Connecticut Department of Transportation and the Federal Transit Authority approved waiving ETD’s purchasing policy for a formal procurement for purchases equal to or greater than fifty thousand dollars (\$50,000), in order to cause the necessary repairs to be made in an expeditious manner; and

WHEREAS, ETD solicited quotes from contractors for the repairs to the HVAC system at 91 N. Main Street, Middletown; and

WHEREAS, Modern Mechanical Services LLC was named the lowest, responsive and responsible Bidder; for the aforementioned tasks;

BE IT RESOLVED, that the Board of Directors waives the requirement for a formal procurement for the repair of the HVAC system at 91 N. Main Street, and

BE IT FURTHER RESOLVED that the Executive Director, Joseph Comerford, hereby is authorized on behalf of the Estuary Transit District to award the winning bid and sign a contract with Modern Mechanical Services LLC for the aforementioned tasks for ETD, in an amount not to exceed sixty-one thousand two hundred fifty-five dollars (\$61,255.00).

CERTIFICATION:

I, Timothy C. Griswold, Secretary of the Estuary Transit District (“ETD”) do hereby certify that the foregoing is a true and correct copy of a resolution adopted at its meeting on August 9th, 2024, in which

a quorum was present and acting throughout and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Estuary Transit District this 9th day of August 2024.

Timothy C. Griswold, Secretary

STATE OF CONNECTICUT)
)
COUNTY OF MIDDLESEX)

SS: ESTUARY TRANSIT DISTRICT
August 9, 2024

**RESOLUTION NO. 25-005
AUTHORIZING RESOLUTION
ESTUARY TRANSIT DISTRICT**

WHEREAS, there exists a Collective Bargaining Agreement between the Estuary Transit District (“ETD”) and Teamster’s Local 671 for all full-time and part-time bus drivers and Paratransit van drivers employed by ETD’s Middletown division which expires December 31, 2025;

BE IT RESOLVED, that the Executive Director, Joseph Comerford, hereby is authorized on behalf of the ETD to negotiate and execute an extension of the aforementioned collective bargaining agreement.

CERTIFICATION:

I, Timothy C. Griswold, Secretary of the Estuary Transit District (“ETD”) do hereby certify that the foregoing is a true and correct copy of a resolution adopted at its meeting on August 9th, 2024, in which a quorum was present and acting throughout and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Estuary Transit District this 9th day of August 2024.

Timothy C. Griswold, Secretary

**AUTHORIZING RESOLUTION OF THE
TOWN OF DURHAM**

WHEREAS, pursuant to Conn. Gen. Stat. § 7-273b, the City of Middletown established the Middletown Transit District ("MTD") in 1968;

WHEREAS, on March 14, 2018, the Board of Directors of the MTD moved to resolve and invite, among others, the Towns of Durham and Middlefield to join MTD;

WHEREAS, in 2019, the Town of Durham voted to join MTD and became a member of MTD pursuant to Conn. Gen. Stat. § 7-273b(e);

WHEREAS, in June of 2020, a Lower Connecticut River Valley Transit Study, funded by the Connecticut Department of Transportation ("CTDOT"), recommended expanding the Estuary Transit District ("ETD") to be the single transit operating entity for the Middletown and Shoreline region;

WHEREAS, on July 23, 2021, ETD entered into a Memorandum of Agreement (the "MOA") with the Middletown Transit District ("MTD") pursuant to which MTD and ETD committed to prepare for and effect the equivalent of a merger of MTD and ETD by the MTD member towns withdrawing from MTD, the joining of MTD's member towns into ETD, and the transfer of MTD's assets and transit operations into the existing ETD structure, and to implement other recommendations for Scenario 3 in the Lower Connecticut River Valley Transit Study (hereafter referred to as LCRV Transit Study) prepared for the Lower Connecticut River Council of Governments ("COG") conditioned upon receiving the necessary support from the Connecticut Department of Transportation ("COOT") as set forth in the MOA;


WHEREAS, effective on July 1, 2022, the Town of Durham became a member of the ETD;

WHEREAS, Conn. Gen. Stat. § 7-273b(f) provides that "[a]ny municipality included in the district may withdraw therefrom if the legislative body thereof votes to do so. In such case the board of directors of the district, including the members chosen from the withdrawing municipality, shall determine the share of the district's expenses and obligations remaining due from the municipality. The municipality shall pay or secure such amount to the district before such withdrawal shall become effective."

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SELECTMEN, that the Town of Durham approves and authorizes the withdrawal of the Town of Durham from MTD at their meeting of June 17, 2024;

BE IT FURTHER RESOLVED BY THE BOARD OF SELECTMEN, that the Town of Durham hereby withdraws from the MTD in accordance with and pursuant to Conn. Gen. Stat. § 7-273b(f); and

BE IT FURTHER RESOLVED BY THE BOARD OF SELECTMEN, that Brendan Rea, First Selectman, is empowered to take any action necessary to effectuate the withdrawal of the Town of Durham from the MTD.



Brendan Rea, First Selectman
Dated this 18th day of June 2024

