



**ESTUARY TRANSIT DISTRICT
REGULAR BOARD MEETING
MAT Offices, 91 N. Main St, Middletown CT with
Remote Options
November 18, 2022 at 9:00 AM**

AGENDA

- I. Call to Order — L. Strauss, Chair
 - II. Roll Call — T. Griswold, Secretary
 - III. Visitors' Comments
 - IV. Secretary's Report — T. Griswold
 - [1.](#) Acceptance of Personnel Committee Minutes of August 1, 2022 and September 2, 2022
 - [2.](#) Acceptance of Board Meeting Minutes of October 14, 2022
 - [3.](#) Acceptance of Facilities Committee Minutes of October 25, 2022
 - [4.](#) Acceptance of Special Board Meeting Minutes of October 31, 2022
 - V. Communications — T. Griswold
 - VI. Treasurer's Report — C. Norz
 - VII. Committee Reports
 - [1.](#) Finance Committee — C. Norz, Chair
 - [2.](#) Facilities Committee — J. Gay, Chair
 - [3.](#) Legislative Committee — J. Gay, Chair
 - [4.](#) Marketing Committee — L. Strauss, Chair
 - VIII. Executive Director's Report — J. Comerford
 - IX. Transit Planner's Report — B. Geraghty
 - X. New Business
 - [1.](#) Wage Increases
 - XI. Old Business
 - [1.](#) Bus Purchase Resolution
 - XII. Chair Comments
 - XIII. Board Members Comments
 - XIV. Executive Session
 - XV. Next Meeting — December 9, 2022 at 10:00 AM with Remote Options
 - XVI. Adjournment
- Join Zoom Meeting

<https://us02web.zoom.us/j/86322022570?pwd=cHg5NDJiV0JCSUYxc0NOa0FmTCtXUT09>

Meeting ID: 863 2202 2570

Passcode: 996175

One tap mobile

+19294362866,,86322022570#,,,,*996175# US (New York)

+13017158592,,86322022570#,,,,*996175# US (Washington DC)

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.

ESTUARY TRANSIT DISTRICT
PERSONNEL COMMITTEE MEETING
THURSDAY AUGUST 2, 2022

Call to Order

The meeting of the Estuary Transit District Personnel Committee was called to order by Karl Kilduff at 2:00 p.m. via zoom conference call.

Roll Call

Those in attendance included: Karl Kilduff and John Hall

Staff: Joe Comerford, Halyna Famiglietti and Lisa Gibson

Guest: None.

Discussion of Employee Handbook Revisions – L. Gibson

Lisa Gibson began discussion of the Employee Handbook Revisions resulting from the Human Resources Study. The attached Employee Handbook Index was reviewed.



Copy of
4_Handbook Updat

Minor adjustments were made based on discussion.

Adjournment

Karl Kilduff made a motion to adjourn the meeting at 2:30 a.m. John Hall seconded the motion. The motion passed unanimously.

Next Personnel Committee Meeting will be scheduled for September.

Respectfully Submitted,

Lisa Gibson
Clerk

ESTUARY TRANSIT DISTRICT
PERSONNEL COMMITTEE MEETING
THURSDAY SEPTMEBER 1, 2022

Call to Order

The meeting of the Estuary Transit District Personnel Committee was called to order by Karl Kilduff at 10:00 a.m. via zoom conference call.

Roll Call

Those in attendance included: Karl Kilduff, and John Hall

Staff: Joe Comerford and Lisa Gibson

Guest: None.

Discussion of Employee Handbook Revisions – L. Gibson

Lisa Gibson began discussion of the Employee Handbook Revisions resulting from the Labor Attorney review. The attached Employee Handbook Revision Index was reviewed.



LCC Employee
Handbook Notes08:

Minor adjustments were made based on discussion. It was determined to remove Policy 109-Pre-Employment Drug Testing from the handbook based on Attorney recommendation and to approve separately at a later meeting. A final draft of the Employee Handbook will be forwarded to the Committee to present to the Board for approval at the September 9th Board Meeting.

Adjournment

Karl Kilduff made a motion to adjourn the meeting at 10:30 a.m. John Hall seconded the motion. The motion passed unanimously.

Next Joint Session Personnel Committee Meeting will be scheduled for November.

Respectfully Submitted,

Lisa Gibson
Clerk

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT MEETING

ESTUARY TRANSIT DISTRICT
REGULAR BOARD MEETING
OCTOBER 14, 2022
MAT Offices, 91 N. Main Street, Middletown, CT
With Remote Options

CALL TO ORDER

Chairman Strauss called the meeting to order at 9:05 a.m. A quorum was established with the following members in attendance: Leslie Strauss, Chairman; DG Fitton; Tim Griswold; John Hall; Jim Irish; Karl Kilduff; Beverly Lawrence (left at 10:29 a.m.); Angus McDonald (left at 10:50 a.m.); and Charles Norz

Absent: Joan Gay, Bobbye Knoll-Peterson, and David Lahm

Also in attendance: Joe Comerford, Chris Denison, Halyna Famiglietti, Lisa Gibson, Sheri Cote, and Brendan Geraghty

Guests: Anne Galbraith, consultant, ASG Planning; Rick Halvorsen, consultant, HATCH LTK; Carly Havyer, consultant, HATCH LTK; Alicia Leite, CTDOT; Pat Marron, consultant, HATCH LTK; Emma Petersen, CTDOT; and Samantha Savvidou, CTDOT

VISITOR COMMENTS –

Fare Study Presentation -

A copy of the Fare Study was included in the Board's packet.

Halvorsen, reported his firm has been engaged to support the merger of the Middletown and Shoreline operations by making recommendations for a common fare structure and fare collection technology.

The study was reviewed and discussed. Halvorsen was available to address questions from Board members.

Based on the outcome of the study, recommendations were made to:

- a. Simplify current fare structure
- b. Introduce reduced fares for low income and student riders
- c. Offer "Best Fare"; and
- d. Eliminate fixed route fares for ADA riders

ETD will work closely with CTDOT to establish a uniform fare structure on a statewide level. Next steps include public outreach and a Title VI analysis.

Comerford recommended the Board accept the proposal set forth by Hatch LTK and seek public opinion.

Kilduff made a motion to recommend the District seek public opinion on the proposal. Hall the seconded the motion. The motion passed unanimously.

SECRETARY'S REPORT

Fitton made a motion to accept the minutes from the 9/9/22 Board meeting. McDonald seconded the motion. The motion passed unanimously.

McDonald made a motion to accept the Facilities Committee Minutes of 9/27/22. Kilduff seconded the motion. The motion passed unanimously.

Kilduff made a motion to accept the Finance Committee minutes of 10/12/22. Norz seconded the motion. The motion passed unanimously.

COMMUNICATIONS – None.

TREASURER'S REPORT – No report.

COMMITTEE REPORTSFacilities Committee -

McDonald reported:

- The tenant in N. Main Street building has requested an extension and an expansion of their lease
- Mike Sanders, Interim Public Transit Administrator, CTDOT, attended the Facilities Meeting during which Sanders stated that the Middletown project has become a second-tier priority to DOT because of its first-tier priority of the electrification of buses within the state on Connecticut
- Per Sanders, the Master Plan cannot be started until the shoreline facility plans are completed
- It was determined that the District could do its own Master Plan, but additional funding is required from the State
- Plans to acquire a shoreline facility have stalled and remain idle
- The Facilities Committee agreed on the following course of action:
 - a. Comerford will forward a copy of the commitment letter signed by the DOT Commissioner to Sanders;
 - b. Comerford will write a letter to DOT requesting the release of funds so the District could implement its own Master Plan
 - c. Gay will forward a copy of the progress report to DOT for updating

Comerford reported that CTDOT has since responded, indicating that DOT:

- Will move forward with the Master Plan
- Will not be moving forward with the Old Saybrook site
- Will engage an “on-call” consultant
- Will contact the owners of the Westbrook property, which was the preferred site in the regional study as well as the initial pre-merger study
- Would like to walk the Westbrook property to better understand the wetlands situation

Strauss recognized Sanders for acting and getting the CTDOT Deputy Commissioner involved. She stated that DOT has assured the District that a representative from DOT will be attendance at all future Facilities Committee meetings.

Norz made a motion to accept the Facilities Committee Report as presented. Irish seconded the motion. The motion passed unanimously.

Finance Committee –

Norz reported the Finance Committee met earlier in the week. There are no concerns with the budget vs. actuals or cash flow.

McDonald made a motion to accept the Finance Committee Report as presented. Hall seconded the motion. The motion passed unanimously.

Marketing Committee

Strauss reported:

- The 8 initial logo designs have been narrowed down to 3
- Stakeholders and employees were surveyed on the final 3 logos
- A meeting is scheduled for next week with the marketing firm to review the feedback of the survey and select a final logo
- NBC CT ran a story on XtraMile expansion and the merger
- The Middletown Press and Wesleyan Argus also reported on XtraMile expansions
- Website usage is up 40% from last year

Norz made a motion to accept the Marketing Committee Report as presented. McDonald seconded the motion. The motion passed unanimously.

Legislative Committee – No report.

Transit Advisory Committee – No report.

Service Study Committee – No report.

Nominating Committee No report.

Personnel Committee – No report.

COG Update – B. Geraghty

Geraghty reported that the COG is in the process of developing an Economic Development Plan for the region and is sponsoring a series of public engagement activities as well as pop events in the region. He also reported that the Metro Transportation Plan is currently being updated.

EXECUTIVE DIRECTOR’S REPORT – J. Comerford

A copy of the Executive Director’s Report was included in the Board’s packet. Comerford reported:

- Electric bus orders remain on hold; the District has received permission to order 4 diesel buses
- The signed supplemental agreement has been received from CTDOT, which makes all MTD debts to CTDOT forgiven
- The District has received initial TOD’s for FY 22 based on FY21 final TOD’s; CTDOT is still determining increases for FY 22
- A PO for AVL software has been issued; install should begin in 120 days

- The radio vendor has reviewed buses for installation
- The District is awaiting the reopening of TrAMS to close MTD grants and reopen as ETD grants

Hall made a motion to accept the Executive Director's Report. McDonald seconded the motion. The motion passed unanimously.

TRANSIT PLANNER'S REPORT – B. Geraghty

Geraghty reported:

- Middletown XtraMile has exceeded expectations with over 1,620 riders since August
- Press has been received from NBC CT and several publications, including MASS Transit magazine.
- Funding requests for several service improvements have been submitted to DOT for FY24.
- A photographer has been engaged to take photos for the new website.
- Geraghty has been working with an intern from Wesleyan and will be conducting public outreach for the fare study.
- Ridership numbers have recovered to or slightly above 2019 numbers along the shoreline and in Middletown. XtraMile ridership continues to increase. ADA ridership has declined slightly.

Griswold made a motion to accept the Transit Planner's Report. McDonald seconded the motion. The motion passed unanimously.

FINANCE DIRECTOR'S REPORT – H. Famiglietti

The Cash Flow Forecast and Budget vs. Actual reports were included in Board packet.

These documents have all been reviewed by the Finance Committee and no issues were reported.

Due to a loss of quorum, voting on the acceptance of the Finance Director's report is deferred.

OPERATIONS DIRECTOR'S REPORT –J. Whitcomb

None

MAINTENANCE DIRECTOR'S REPORT – J. Comerford

Comerford reported that the District continues to struggle with hiring mechanics and drivers.

NEW BUSINESS –

Bus Purchase Resolutions -

Due to the loss of quorum, voting on the acceptance of the bus purchase resolutions is deferred to a future meeting.

OLD BUSINESS – None.

CHAIR COMMENTS

Strauss expressed dismay at the lack of attendance at meetings.

BOARD MEMBER COMMENTS – None.

EXECUTIVE SESSION- None.

Next Meeting November 18, 2022 – 9:00 a.m.

ADJOURNMENT

Hall made a motion to adjourn the meeting at 11:02 a.m. Irish seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Christina Denison, Clerk

Timothy Griswold, Secretary

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

ESTUARY TRANSIT DISTRICT
FACILITIES COMMITTEE MEETING
MTD GARAGE, 91 N. Main Street, Middletown, CT with Remote Options
TUESDAY, OCTOBER 25, 2022, AT 2:00 PM.

CALL TO ORDER

The meeting was called to order by Joan Gay, Chair, at 2:03 p.m.

ROLL CALL

A quorum was established with the following committee members present: Joan Gay, Karl Kilduff, and Angus McDonald

Also in attendance:

Staff: Joe Comerford and Christina Denison

Board Members: Leslie Strauss, ETD Board Chair

CT DOT: Graham Curtis, Bus Capital Programs, Asst. Administrator; and Mike Sanders, Interim Public Transit Administrator

FACILITIES PLAN WITH DOT

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

Architecture & Engineering

a. *Facilities Master Plan* – Curtis reported:

- The Old Saybrook site is no longer feasible, and DOT is re-looking at the Westbrook property.
- Scoping of the Master Plan in Westbrook and the two sites in Middletown is now underway.
- A walk-through the Westbrook property to review wetlands will be scheduled.
- To expedite the Master Plan, Michael Baker, on-call consultant, has been engaged.
- Preliminary scoping has begun, and a scope of work is due in a few weeks.
- A consultant has been engaged to review all state facilities for power upgrades due to electrification; the Westbrook property will be included in this review.
- DOT's environmental compliance consultant will do additional follow-up testing on the N. Main Street property to document any potential costs.

- The Master Plan and the environmental review have both been funded.

Curtis answered questions from committee members.

Right of Way Acquisition

- a. *Middletown Maintenance Facility* – Completed

- b. *Shoreline Facility* –Contact has been made with the broker and a walk through to review the wetlands will be scheduled with the broker and Town of Westbrook staff in the coming weeks. FTA regulations prohibit negotiations from taking place until a thorough site review is done.

- c. *Middletown Terminal Renovation* – No update.

EXECUTIVE DIRECTOR'S REPORT

No report.

OLD BUSINESS

None.

NEW BUSINESS

None.

DISCUSSION OF NEXT STEPS

None.

NEXT MEETING

The next meeting is scheduled for Tuesday, November 22, 2022, at the MTD Garage, 91 N. Main Street, Middletown at 2:00 p.m. with remote options.

ADJOURNMENT

The meeting was adjourned at 2:28 p.m.

Respectfully submitted,

Christina Denison
Clerk

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT ETD MEETING

ESTUARY TRANSIT DISTRICT
SPECIAL MEETING
October 31, 2022
Middletown Offices and via ZOOM

CALL TO ORDER

The meeting was called to order by Leslie Strauss, Chairman at 9:04 a.m.

ROLL CALL

A quorum was established with the following board members were present: Leslie Strauss, Tim Griswold, Charlie Norz, DG Fitton, Bobbye Knoll Peterson, Jim Irish, Angus McDonald, David Lahm, Joan Gay and Beverly Lawrence (arrived at 9:10 a.m.).

Also in attendance: Joe Comerford, Christina Denison, Mutez Ennab, Brendan Geraghty, Halyna Famiglietti

Absent: John Hall, Karl Kilduff

NEW BUSINESS

Bus Purchase Resolutions

Copies of the Bus Purchase Resolutions were included in the Board’s packet.

DG Fitton made the following motion:

RESOLVED, that the Executive Director, Joseph Comerford, hereby is authorized on behalf of the Estuary Transit District to negotiate and execute all necessary contract documents required to purchase four (4) heavy duty transit buses for the Estuary Transit District from Gillig LLC in an amount not to exceed \$3,000,000.00

Charlie Norz seconded the motion. The motion passed unanimously.

Joan Gay made the following motion:

RESOLVED, that the Executive Director, Joseph Comerford, hereby is authorized on behalf of the Estuary Transit District to negotiate and execute all necessary contract documents required to purchase eight (8) body on chassis buses for the Estuary Transit District from Coach and Equipment in an amount not to exceed \$840,000.00

DG Fitton seconded the motion. The motion passed unanimously.

Approval of New Logo

The proposed logo for the River Valley Transit district was screenshared. The logo will be “tweaked” to enhance and make more prominent the “RVT” as “RVT” will be used in various forms (smaller, larger, black and white, etc.).

Charlie Norz made a motion to approve the River Valley Transit logo with the modification(s) discussed. David Lahm seconded the motion. The motion passed with Beverly Lawrence opposing the motion.

Acceptance of Finance Director’s Report – 10/14/22

DG Fitton made a motion to accept the Finance Director’s Report dated 10/14/22 as presented. David Lahm seconded the motion. The motion passed unanimously.

OLD BUSINESS

Leslie Strauss stressed the importance of Board member attendance at meetings and establishing and maintaining a quorum throughout the meetings.

ADJOURNMENT

Joan Gay made a motion to adjourn the meeting at 9:15 a.m. David Lahm seconded the motion. The motion passed unanimously.

Next Meeting – September 9, 2022 – 9:00

Respectfully Submitted,

Suzanne Helchowski
Clerk

FACILITIES PLAN

SHORELINE FACILITY

- ▶ The Old Saybrook site is no longer feasible, and DOT is re-looking at the Westbrook property.
- ▶ Contact has been made with the broker and a walk through to review the wetlands will be scheduled with the broker and Town of Westbrook staff in the coming weeks.
- ▶ FTA regulations prohibit negotiations from taking place until a thorough site review is done.

MASTER PLAN

- ▶ The Master Plan and the environmental review have both been funded.
- ▶ Scoping of the Master Plan in Westbrook and the two sites in Middletown is now underway.
- ▶ To expedite the Master Plan, Michael Baker, on-call consultant, has been engaged.



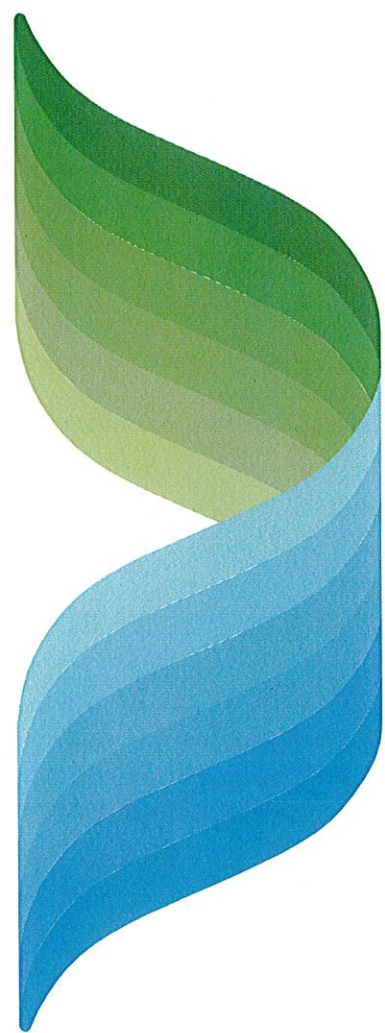
ELECTRIFICATION

- ▶ A consultant has been engaged to review all state facilities for power upgrades due to electrification; the Westbrook property will be included in this review.



Table 1

| District | Towns Represented | Name | Party | Phone | Email |
|---------------|---|---------------------------------|-------|------------------------------|--|
| Senate | | | | | |
| 9 | Cromwell, Middletown, Newington, Rocky Hill, Wethersfield | Matt Lesser | D | 860-240-0511 | matt.lesser@cga.ct.gov |
| 12 | Branford, Durham, Guilford, Killingworth, Madison, North Branford | Christine Hunter Cohen | D | 860-240-0455 | christine.cohen@cga.ct.gov |
| 13 | Cheshire, Meriden, Middletown, Middlefield, Rockfall | Jan Hochadel | D | 860-240-8600 | jan.hochadel@cga.ct.gov |
| 20 | London, Old Lyme, Old Saybrook, Salem, Waterford | Martha Marx | D | 860-240-8600 | martha.marx@cga.ct.gov |
| 33 | Haddam, E Hampton, Essex, Haddam, Lyme, Old Saybrook, Portland, Westbrook | Norm Needleman - Transportation | D | 860-240-0428 | norm.needleman@cga.ct.gov |
| 34 | Durham, East Haven, North Haven, Wallingford | Paul Cicarella | R | 860-240-8800 | paul.cicarella@cga.ct.gov |
| House | | | | | |
| 23 | Old Saybrook, Lyme, Old Lyme, Westbrook | Devin Carney - Transportation | R | 860-240-8700 800-842-1423 | devin.carney@housegop.ct.gov |
| 33 | Middletown | Brandon Chafee | D | 860-240-8585 | brandon.chafee@cga.ct.gov |
| 34 | East Hampton, East Haddam & Colchester | Irene Haines - Transportation | R | 860-240-8700 | irene.haines@housegop.ct.gov |
| 35 | Clinton, Killingworth & Westbrook | Chris Aniskovich | R | 860-240-8700 | chris.aniskovich@housegop.ct.gov |
| 36 | Chester, Deep River, Essex & Haddam | Christine Palm | D | 860-240-8585 | christine.palm@cga.ct.gov |
| 82 | Meriden, Middlefield, Rockfall | Michael Quinn | D | 860-240-8585 | michael.quinn@cga.ct.gov |
| 86 | Durham, Guilford, North Branford, Wallingford | Vincent Candelora | R | 860-240-8700 | vincent.candelora@housegop.ct.gov |
| 100 | Middletown | Quentin Williams | D | 860-240-8585 | quentin.williams@cga.ct.gov |
| 101 | Durham, Madison | John-Michael Parker | D | 860-240-8585 | john-parker.parker@cga.ct.gov |



**RIVER
VALLEY
TRANSIT**

Computers Sans
 SemiBold (Headings*)
 ABCDEFGHIJKLMNOPQRSTUVWXYZ
 abcdefghijklmnopqrstuvwxyz
 1234567890!@#\$%^&*()-+

Typography

| | |
|---|--|
| White | Black |
| Teal RGB - HEX # CMYK - Pantone | Indigo RGB - HEX # CMYK - Pantone |
| Tertiary Color Palette | |
| Secondary Color Palette—Shades | |
| Primary Blue R17 G119 B83 HEX #1176B7 CMYK M49 Y4 K0 Pantone X Uncoated | Primary Green R9 G148 B84 HEX #3B9454 CMYK M19 Y87 K4 Pantone X Uncoated |
| Primary Color Palette | |

Color



Icons



One-line



Secondary



Primary





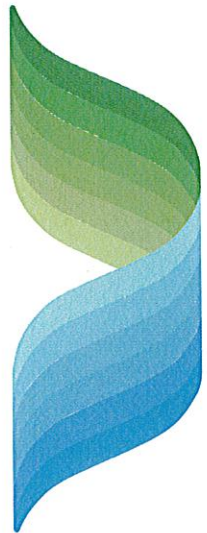
RVT

RIVER VALLEY TRANSIT



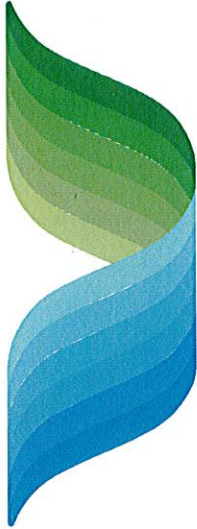
RIVER VALLEY TRANSIT

Recommended



**RIVER
VALLEY
TRANSIT**

Not recommended



**RIVER
VALLEY
TRANSIT**

STATE OF CONNECTICUT)
)
COUNTY OF MIDDLESEX)

SS: ESTUARY TRANSIT DISTRICT
November 18, 2022

**RESOLUTION NO. 23-003
AUTHORIZING RESOLUTION
ESTUARY TRANSIT DISTRICT**

CERTIFICATION:

I, Timothy Griswold, Secretary of the Estuary Transit District, do hereby certify that the following is a true and correct copy of a resolution adopted at its meeting on November 18th, 2022, in which a quorum was present and acting throughout and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect.

RESOLVED, that the Executive Director, Joseph Comerford, hereby is authorized on behalf of the Estuary Transit District to negotiate and execute all necessary contract documents required to purchase up to eight (8) body-on-chassis buses for the Estuary Transit District from Coach and Equipment in an amount not to exceed \$1,545,000.00.

IN WITNESS WHEREOF the undersigned has affixed his signature, the 18th day of November in the year 2022.

ESTUARY TRANSIT DISTRICT SECRETARY

Timothy Griswold, Secretary