

## Minutes of the May 24, 2017 Meeting of the Southeast Area Transit District Board of Directors

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**Board Members Present:** Fred Allyn III (Ledyard), Deberey Hinchey (Norwich), Ronald McDaniel (Montville), Rich Moravsik (Groton), Mark Oefinger (Groton), Michael Passero (New London), John Salomone (Norwich), Rob Simmons (Stonington), Thomas Sparkman (Lisbon), Daniel Steward (Waterford)

**SEAT Staff:** Michael Carroll (General Manager), Alfred Fritzsche (Finance Director), Ginger Morse (Administrative Assistant)

**SCCOG:** Richard Guggenheim, Stephanie Molden

**Other Attendees:** Kimberly Drelich, (The Day), Jaroslaw Pizunski (ATU 1209),

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1. **Roll Call:** Called to order at 9:50 am by Chairman McDaniel; it was noted that a quorum was present.
2. **Minutes of the Previous Meeting:** Minutes of the March 22, 2017 SEAT Board meeting and the April 3, 2017 Special meeting were distributed prior to the meeting. Motion to approve the report (Chairman McDaniel). The minutes were unanimously approved.
3. **Public Participation:** None
4. **Communications:** None
5. **Business Report:**
  - a) **Manager's Report:** The report had been distributed prior to the meeting. Mr. Carroll provided overviews on Operations, Personal/Labor, Ridership, Safety, Financials and Procurement.

The Norwichtown Commons property owner requested service be restored to the Commons (after previously requesting buses not enter the plaza), which was immediately implemented with a move slightly to the far end of the facility.

Norwich Parking Commission staff has been selling SEAT tickets at the Norwich Intermodal Transportation. The collaboration has greatly benefited our customers by re-opening the sales venue.

Paratransit ridership continues to grow, which is reflecting a nationwide increase.

Mr. Carroll discussed the option of a summer youth pass, explained the pros and cons of the program. The program would be a great community effort and introduce youth to experience public transit. Motion to approve and proceed (McDaniel/Simmons)

Proposed SEAT Board host open house, inviting key stakeholders in the Fall. More details forthcoming.

DOT has approved the state-wide UPass program, offering an unlimited ride transit bus pass for participating state colleges and transit agencies starting August 1, 2017, charging a fee of \$20 per student each semester. We are awaiting details on the new program, including revenue allocation and implementation particulars.

Motion to approve Manager's Report (Oefinger/Moravsik); unanimous.

- b) **Treasurer's Report:** The Treasurers report was distributed prior to the meeting. Passenger revenue continues to remain below projections and operating expenses under plan mostly due to fuel storage fees and fringe benefit costs. SEAT participated in the recent CTTransit diesel fuel and locked into a fixed price contract of \$1.70 gallon through FY18. Motion to approve (Passero/Simmons); unanimous.

6. **Old Business:**

- a. **Operating Budget:** Mr. Carroll reported there is still pending fiscal questions, the current budget was prepared based on the upcoming year remaining level funded. The first 6 months of FY18 is at level funding and there is an indication that the later 6 months might see a slight increase. The uncertainties of the state budgets, labor contract negotiations, local town budget impacts and underperforming revenue make it a challenging budget to formulate. Discussion was held amongst board members as all are facing similar scenarios. Management made recommendations which were previously emailed to SEAT Board members as part of the Board package.
7. **Executive Session:** At 10:10 am SEAT Board Chairman Mr. McDaniel invited the Board into Executive Session to discuss Labor Contract Updates. Board members and Mr. Carroll attended.
8. **Adjournment:** The Board convened into open session, and it was noted that only items related to labor contract negotiations were discussed, **and no actions were taken**. There was no further business and the meeting was voted by consent to adjourn at 10:20 am. Motion to approve (Steward/Sparkman); unanimous.
9. **Next Meeting:**

Next SEAT Board Meeting: June 21, 2017, 9:00 am (or directly following close of SE CT Council of Governments meeting). SE CT Council of Governments, 5 Norwich Avenue, Norwich, CT

Respectfully Submitted, Rich Moravsik, Secretary