

**MINUTES OF THE JANUARY 18, 2017 MEETING OF THE
SOUTHEAST AREA TRANSIT DISTRICT BOARD OF DIRECTORS MEETING**

Members Present: Deberey Hinchey (Norwich), Ronald McDaniel (Montville), Mark Nickerson (East Lyme), Mark Oefinger (Groton), Michael Passero (New London), John Salomone (Norwich), Rob Simmons (Stonington), Thomas Sparkman (Lisbon), Daniel Steward (Waterford)

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

SCCOG: James Butler, Richard Guggenheim

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

1. **Roll Call:** Called to order at 9:30 am by Chairman McDaniel; it was noted that a quorum was present.
2. **Minutes of the Previous Meeting:** Minutes of the December 21, 2016 SEAT Board 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:** New London FY18 Local Match (sent out separately from the original board packet, copies of the letter were also provided at meeting). The Board acknowledged receipt of the letter; Mr. Carroll indicated we would reduce service in New London so as to not increase the required local match.
5. **Business Report:**
 - a. **Manager's Report:** The report had been distributed prior to the meeting. Mr. Carroll provided overviews on Operations: Service Interruptions, Road Call Reports; Personnel/Labor: Labor Relations, Ridership/December: Fixed Route and Paratransit. Safety: Fixed Route and Paratransit. It was noted there were three crashes involving buses on the fixed route, one crash to one of our service vehicles which was significant. Insurance proceeds will be applied to the cost of a replacement vehicle. Motion to approve (Steward/Oefinger); unanimous.
 - b. **Treasurer's Report:** The report was distributed prior to the meeting. Mr. Fritzsche also provided a variance analysis. Along with an overview of the reports, Mr. Fritzsche noted a substantial reduction in the liability for unused sick time, as suggested by our auditors, which will increase the reserve. There were no questions concerning the report. Motion to approve reports (Simmons/Sparkman); unanimous.
6. **Old Business:**
 - a. **Fare Change Proposal:**
 - i. **Transfer Time:** When SEAT adopted the new fares in September, it also extended transfer times to 150 minutes; Management proposed this be changed to 90 minutes, which will allow customers to complete a one-way trip with a transfer as intended but should mitigate lost revenue due to higher use of transfers for other purposes.
 - ii. **Mail Tracing Surcharge (with replacement guarantee):** Along with adding an on-line shopping cart and the addition of period passes, Management proposed a small additional fee of \$3.00 per package to allow tracking via USPS for shipped tickets and passes. With tracking, SEAT could offer refunds/replacements for tickets and passes confirmed as not received. This option is currently not available.

Motion to approve Transfer Time and Tracing Surcharge: (Simmons/Sparkman); unanimous.

- c. **Diesel Fuel Bid for September – October 2017:** The Diesel Fuel contract expires in August 2017 and at the December SEAT Board meeting several options were presented for the Boards consideration, which the Board tabled at that time. Management recommends approval to purchase fuel for September and October 2017, if the prices are less than \$2.00/gallon, and further recommends that additional fuel purchases should be deferred until CTTransit rebids and the State budget pictures become clearer. Motion to approve (Oefinger/Hinchey); unanimous.
 - b. **FY18 Budget Background:** A history of the preliminary SEAT FY18 budget was reviewed. Extensive discussion ensued regarding the initial budget and a potential of a large state funding decrease. It is clear any anticipated funding reductions could not be absorbed by the member towns, and would require service reductions. Mr. Simmons questioned the possibility of a “state takeover”, and a conversation was held amongst board of this happening; Mr. Guggenheim remarked that the chance of the state taking over does not necessarily mean local contributions would be disregarded. Mr. Carroll did encourage everyone to reach out to their members of the general assembly. He also advised the Board of the upcoming Annual Connecticut Association of Community Transportation (CACT) Legislative Breakfast on February 21, with Guest Speaker DOT Commission, James Redeker. Mr. Fritzsche discussed the possibility of the consolidation of districts or other shared service arrangements as possible cost reduction measures. Mr. Salomone suggested that SEAT try to show the connection between ridership and jobs/employment to better justify maintaining and/or increasing transit funding.
7. **New Business:**
- a. **Chamber Membership Proposal:** At the December board meeting it was suggested that SEAT consider joining the local Chambers of Commerce. Staff presented several options, and their financial impact and after discussion, the Board decided not to join any of the local chambers.
 - b. **Route and Stop Request Process Proposal:** At December’s board meeting there was an inquiry about SEAT’s procedure for establishing (or removing) bus stops. Management proposed a two-stage process: When a placement does not affect current service, the decision would rest with SEAT management, working with COG, Town staff and DOT. However, if a request required modification to current service, management recommended that the final decision rest with the Board. Motion to approve (Simmons, Oefinger); unanimous.
 - c. **SEAT Board Meeting Time Change:** SEAT Board meetings have been set to start at 9:30 to following the 8:30 am SECT Council of Government (SECOG) meetings. On many occasions the SECOG meetings end early requiring SEAT Board Members and other attendees to wait until the 9:30 am. It was proposed that SEAT Board meetings start at 9:00 am, or directly following the close of the SECT Council of Government Meetings. It was further proposed that the February 15th meeting will be a “special” meeting time starting at 9:00 (or directly following SECT of Government meeting). This would allow staff time to notify town clerks of the new meeting time. Motion to approve (Simmons/Sparkman); unanimous.
8. **Adjournment:** There was no further business and the meeting was voted by consent to adjourn at 10:18 am.
9. Next “Special” Meeting: February 15, 2017 – please note new meeting time 9:00 am SE CT Council of Governments, 5 Norwich Avenue, Norwich, CT

Respectfully Submitted, Rich Moravsik, Secretary