

THESE MINUTES ARE SUBJECT TO REVIEW AT THE NEXT RVT MEETING
RIVER VALLEY TRANSIT
MINUTES
Regular Meeting
Friday, December 8, 2023
ETD Offices
91 N. Main Street, Middletown CT and via
ZOOM

CALL TO ORDER

Chairman Strauss called the meeting to order at 10:02 a.m. In attendance included: DG Fitton, Karl Kilduff, Charlie Norz, Christine Marques, Joan Gay, David, Lahm, John Hall (exited at 10:40 a.m.), Beverly Lawrence (arrived at 10:12) and Angus McDonald.

Absent: Tim Griswold

Staff: Joe Comerford, Christina Denison, Halyna Famiglietti, Brendan Geraghty, Patrick Hevrin

Visitor: Irene Haines

SECRETARY'S REPORT

Charlie Norz made a motion to accept the meeting minutes from the 11/17/23 Board Meeting as presented. DG Fitton seconded the motion. The motion passed unanimously.

David Lahm made a motion to accept the minutes from the 12/4/23 Transit Advisory Meeting as presented. Karl Kilduff seconded the motion. The motion passed unanimously.

Brendan reported that the Transit Advisory meeting reviewed the recent service changes and the upcoming Spring service increases. The meeting was well attended and went well.

COMMUNICATIONS – None.

TREASURER'S REPORT – None.

COMMITTEE REPORTS

Facilities

Joe reported:

- The State inspected the sewer line running under the Middletown property. However, the equipment used could not accommodate the size of the lines and a private contractor will be hired to facilitate the project.
- As part of the Title 6 process, the District must reach out to neighboring property owners for input relative to any project. Mailers are being developed and will be forwarded as appropriate. This will be discussed further with the DOT in the event that a Public Hearing is also required.
- DOT is willing to work with the property owner and the Mayor of Middletown will reach out to the Chamber of Commerce for support.

DG Fitton made a motion to accept the Facilities Report as presented. David Lahm seconded the motion. The motion passed unanimously.

Finance – Charlie reported:

- The Finance Committee reviewed all financials and recommended a 3% increase in 24/25 dues.
- The 2024 meeting schedule of the Finance Committee was approved (every two months).

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

Marketing – Leslie and Joe reported:

- Sign installations are on-going and include a QR code.
- An RFP for new buses will be released within the next week.
- Email blasts and social media posts continue.
 - Website usage “hits” are high.
- Trolley stop signs are installed and we’ve received the proof for the bus stop signs.
 - The trolley runs in Middletown on Saturday and Sunday from 11 a.m. to 8 p.m.
 - Ridership has been “slow” but is increasing.

Angus McDonald made a motion to accept the Marketing Report as presented. DG Fitton seconded the motion. The motion passed unanimously.

Legislative - Joan reported:

- The Legislative Breakfast is scheduled on 2/1 @ 8 a.m. at the Middletown offices. All were encouraged to attend.

Charlie Norz made a motion to accept the Legislative Committee Report as presented. David Lahm seconded the motion. The motion passed unanimously.

Transit Advisory -Beverly reported:

- The 12/4 meeting was well attended.
- Topics of discussion included: service upgrades, service expansion (Sat/Sun service) and routes.

Angus McDonald made a motion to accept the Transit Advisory Report as presented. Joan Gay seconded the motion. The motion passed unanimously.

Personnel Committee – None.

Service Study – None.

Expansion Committee – None.

COG Update - Brendan reported:

- At noon today, the COG will host an orientation for newly elected officials.
- The Shoreline Terminal is part of the THRIVE Grant.

Joan Gay made a motion to accept the COG Update as presented. Angus McDonald seconded the motion. The motion passed unanimously.

EXECUTIVE DIRECTOR’S REPORT – Joe reported:

- Terminal upgrades - ceiling tiles and lighting in areas of the terminal have been replaced and some carpet tiles will be changed out in the next few weeks.
- The State awarded a bus shelter vendor. Additional contractors will be hired for sitework.

- A final list of locations is in development and will be forwarded to the DOT.
 - State roads will be a focus as it is difficult for us to get state approval to install a shelter on a State road.
 - Responsible party to maintain shelters is under discussion.
- The HR Manager is on medical leave – Halyna and Joe have assumed these responsibilities (recruiting and on boarding staff).

DG Fitton made a motion to accept the Executive Director’s Report as presented. Angus McDonald seconded the motion. The motion passed unanimously.

TRANSIT PLANNERS REPORT - Brendan reported:

- Provided update on the results of the services changes, district routes and ridership numbers.
 - Wesleyan ridership is increasing.
- Public Hearing on Service Expansion scheduled 12/12 at Westbrook Town Hall and 12/14 at Middletown City Hall.
- Funds have been received to expand routes for Saturday evening and Sunday (Middletown).
- Methods to simplify and combine routes are being explored.
- Applications were developed for the expansion of shoreline routes; unfortunately, the State did not fund these requests.
- The District received funding for a micro-transit pilot; partially because we have urban, suburban and rural areas in the District and have experience with micro-transit.
- The need for additional drivers and the qualifications of same was discussed.
- There is potential for funding additional routes to connect rural and intercity areas. We will forward a proposal to the State for fundings.
- Bus Shelters – board members were encouraged to let Joe know if any large developments are being proposed in towns as developers may fund transit improvements (bus shelter) during construction.
- Technology issues relative to Passio are being corrected.

Charlie Norz made a motion to accept the Transit Planner’s Report as presented. Karl Kilduff seconded the motion. The motion passed unanimously.

FINANCE DIRECTOR’S REPORT

A copy of the Finance report was included in the Board packet and screen shared. These documents have been reviewed by the Finance Committee. Halyna was available to address questions/comments posed by Board members.

Halyna reported that the District has filed for an extension for the audit. This is the first year of a combined audit and additional work is required. It is anticipated that the audit will be complete by the end of January.

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

OPERATIONS DIRECTOR REPORT

Joe reported:

- Customer Service report “screen shared” – The District received over 4000 calls for the month along with emails and social media posts. These calls, etc. are now tied into one system to provide greater efficiency.

- Ridership on the new 640 route is, as anticipated at this time, low. It is anticipated that as riders become aware of the route; ridership will increase.
- Average wait time on Xtra Mile is down to 11 minutes and on-time performance has been strong.
- Our “rating” on wait time, per the app, is a 4.8 out of 5.
- Jared will meet in Centerbrook today with DOT representations to review the Westbrook plan.

DG Fitton made a motion to accept the Operation’s Director’s Report as presented. Joan Gay seconded the motion. The motion passed unanimously.

MAINTENANCE DIRECTOR’S REPORT – Pat reported:

- One mechanical breakdown did affect service – a vehicle in Middletown required a tow.
- 2 buses are currently “down” for body repairs.
- 2 buses are ready to go to auction.
- Searching/advertising for an additional mechanic.
- Snow removal equipment will be prepared.

Angus McDonald made a motion to accept the Maintenance Director’s Report as presented. Karl Kilduff seconded the motion. The motion passed unanimously.

NEW BUSINESS

A copy of the 2024/25 Proposed Town Dues was included in the packet and reflects a recommended 3% increase.

DG Fitton made a motion to approve a 3% increase in Town Dues for the 24/25 fiscal year as recommended. Charlie Norz seconded the motion. The motion passed unanimously.

2024 SCHEDULE OF MEETINGS

A copy of the 2024 Schedule of Regular Board meetings (2/9, 4/12, 6/14, 8/9, 10/11, 12/13) was included in the Board packet.

DG Fitton made a motion to accept the 2024 Regular meeting schedule as presented. Joan Gay seconded the motion. The motion passed unanimously.

OLD BUSINESS - None.

CHAIR COMMENTS – Leslie thanked the ETD staff for coordinating today’s luncheon.

BOARD MEMBER COMMENTS – None.

ADJOURNMENT

Leslie Strauss made a motion to adjourn the meeting at 11:20 a.m. DG Fitton seconded the motion. The motion passed unanimously.

Next Meeting: 2/9/23

Respectfully submitted,

Suzanne Helchowski
Clerk