

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT RVT MEETING

RIVER VALLEY TRANSIT
REGULAR MEETING
September 9, 2022
Middletown Offices and via ZOOM

CALL TO ORDER

The meeting was called to order by Leslie Strauss, Chairman at 9:03 a.m.

ROLL CALL

A quorum was established with the following board members present: Leslie Strauss, DG Fitton, Karl Kilduff, Charlie Norz, Joan Gay, John Hall, Dave Lahm, Tim Griswold, Beverly Lawrence, and Angus McDonald.

Also in attendance: Sam Gold, Christine Denison, Joe Comerford

VISITOR COMMENTS –

COG Update

Sam Gold reported:

- The COG is working with DOT on a process to provide transparency on projects and implementation of projects resulting from DOT funded studies.
- Work continues on the Regional Transportation Plan. The District will be provided a draft for their input. It is anticipated that a draft will be available in the spring.
- An application for the Safe Streets for All Grant (possible use of Infrastructure funding) will be submitted. Will enhance the safety of roads for pedestrians, bicyclists and transit users.
- The COG and District provided comments to DEEP relative to broad band internet - requested that free WIFI be provided on transit.

SECRETARY’S REPORT

Joan Gay made a motion to accept the minutes from the Board Meeting dated 8/12/22 as presented. Angus McDonald seconded the motion. The motion passed unanimously.

CORRESPONDENCE – None.

TREASURER’S REPORT – None.

COMMITTEE REPORTS

Facilities – formerly Expansion Transition Committee – meets monthly, 4th Tuesday, 1 p.m.

Joan reported:

- The Committee is in the process of streamlining the Implementation Plan with an emphasis on facilities and maintenance items.
- Facilities –Shoreline property status – discussions on-going. If no resolution by November, the District may wish to pursue another site.
 - Cannot move forward with the Master Plan until the status of the shoreline property is determined.

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

Finance Committee – No Report.

Legislative Committee – No Report.

EXECUTIVE DIRECTOR'S REPORT

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

- We are waiting for the signed Supplemental Agreement from DOT.
- The FY 23 TOD has been received. We are now able to submit invoices.
- Site visits were conducted for radio connections – there is a 6 week “build out”.
- Met with the AVL vendor to select displays for terminals – final pricing expected next week.
- Fare Study – consultants conducted surveys and interviews with stakeholders – expect recommendation for fare structure in October.
- Marketing Study – consultants presented the first round of branding concepts to the committee.
- Website wireframes were completed – next step is to finalize the branding and begin work on graphics/photos for the website.
- Xtra Mile Middletown service began on 3/31
 - App being used – working on updating the app as it is not “user friendly”
 - Ridership increasing
 - Working with Wesleyan University students
- Park Connect CT service ended on 9/5
- Mike Sanders is the interim Transit Administrator

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

NEW BUSINESS

Personnel Policy – The Final Draft of the Estuary Transit District Personnel Policy Manual was included in the Board packet. The draft was a result of the HR study recommendations. The document has been reviewed by the District's attorney. The Committee recommends board approval of the document.

Joan Gay made a motion to approve the Estuary Transit District Personnel Policy Manual as presented. Tim Griswold seconded the motion. The motion passed unanimously.

EEO Policy – The EEO Policy was included in the Board's packet. The policy was a result of HR Study recommendations.

DG Fitton made a motion to approve the EEO Policy as presented. David Lahm seconded the motion. The motion passed unanimously.

OLD BUSINESS – None.

CHAIR COMMENTS

Regarding the content of the website, the consensus of the Board was that contact information for Board members would be facilitated via the District, not personal emails. In addition. Board member pictures on the website would not be mandatory but personal preference.

Board Meetings – The consensus of the Board was to retain monthly board meetings using the hybrid model.

BOARD MEMBER COMMENTS – None.

EXECUTIVE SESSION – None.

ADJOURNMENT

Joan/Angus McDonald made a motion to adjourn the meeting at 9:50 a.m. seconded the motion. The motion passed unanimously.

Next Meeting – October 14, 2022 – 9:00

Respectfully Submitted,

Suzanne Helchowski
Clerk