

RIVER VALLEY TRANSIT  
REGULAR MEETING  
Friday, May 12, 2023  
RVT Offices, Middletown and via ZOOM

CALL TO ORDER

Chairman Strauss called the meeting to order at 9:07 a.m. A quorum was established with the following board members present: Leslie Strauss, John Hall, Karl Kilduff, Joan Gay, (via ZOOM), Charlie Norz, (via ZOOM), Angus McDonald, Tim Griswold, Bobbye Knoll Peterson, and Jim Irish (via ZOOM, arrived at 9:50 a.m.).

Staff: Joe Comerford, Halyna Famiglietti, Mutez Ennab,(via ZOOM), Chris Denison

Absent: DG Fitton, David Lahm, Beverly Lawrence

VISITOR'S COMMENTS – None.

SECRETARY'S REPORT

Angus McDonald made a motion to accept the minutes from the 4/14/23 Board meeting as presented. Joan Gay seconded the motion. The motion passed unanimously.

Karl Kilduff made a motion to accept the minutes from the 4/25/23 Facilities Committee meeting as presented. Angus McDonald seconded the motion. The motion passed unanimously.

Joan Gay made a motion to accept the minutes from the 5/11/23 Finance Committee meeting as presented. Charlie Norz seconded the motion. The motion passed unanimously.

COMMUNICATIONS - None.

TREASURER'S REPORT – None.

COMMITTEE REPORTS

Finance Committee

Joan reported that the Finance Committee is recommending that the Board forward the proposed 23/24 budget to Public Hearing. The proposed revenue totals \$6,551,500.00 and proposed expenses total \$6,551,500.00. Budget numbers were determined based on 22/23 actuals plus a percentage increase. Halyna and Joan were available to address questions/comments posed by Board members.

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

Facilities Committee

Joan reported:

- Middletown - The Notice to Proceed has been issued to the Consultant.
  - Currently, the drainage pipe does not seem to be an issue.
  - Groundbreaking – approximately 3 years out.
- Shoreline Facility – Wetlands being flagged, environmental study added to the scope consultant retained, negotiations to purchase property can begin in 6 to 9 months.
  - Groundbreaking – approximately 5 to 6 years out.

Joan Gay made a motion to accept the Facilities Committee Report as presented. Karl Kilduff Norz seconded the motion. The motion passed unanimously.

Marketing Committee

Leslie and Joe reported:

- Several buses have been “wrapped” with the new logo. Additional buses will be “wrapped”.
- Signage - samples of the new signage were screen shared.
- Website – currently being populated with RVT information. A copywriter has been retained to maintain the software and the website (\$500 per month).
  - The website offers trip scheduling, routes, etc.
  - A Spanish version of the website is available.
- Events Magazines
- Town newsletters

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

EXECUTIVE DIRECTOR’S AND TRANSIT PLANNER’S REPORT

Joe reported:

- DOT representatives will visit the Middletown facilities on May 17 to determine next steps relative to the terminal.
- Middletown consultant is scheduled to be on site on 5/25 to “walk” the facility for the first time.

Transit Planner’s Report

Joe reported:

- The majority of Brendan’s time has been spent on the Micro Transit Grant application. RVT is requesting funds to facilitate 3 zones (Middletown, E. Hampton and Madison/Guilford). The District is a good candidate for the grant and many support letters will be included with the application.
- Outreach relative to route changes was facilitated via Wesleyan University interns.
- It is anticipated that the AVL project will be completed in June. Supply chain issues delayed the project.
- Bus Shelters

- Solar lighting was installed at 2 bus shelters (Clinton and Chester).
- Drivers will let Brendan know if solar lights are needed at other shelters.
- A list of shelter locations was forwarded to the State, at their request.
  - Joe recommended the District not participate with the State’s program for shelters as they have not specified a design and maintenance is an issue. The shelters have become a part of the District’s branding and towns have “bought into” the design developed by the District.

John Hall made a motion to accept the Executive Director’s Report and the Transit Planner’s Report as presented. Charlie Norz seconded the motion. The motion passed unanimously.

FINANCE DIRECTOR’S REPORT

Halyna reported:

- An RFP for an auditor was published.
  - Any board member interested in participating in the Audit Selection Committee should contact Joe.
- Purchase Orders have been issued for bus purchases.
- As new buses are put into service, it is anticipated that maintenance costs will decrease.

Joe reported that a pre-production meeting will be held in August/September in Minnesota relative to electric buses. Delivery of electric buses is anticipated in July 2024. Prior to delivery all appropriate equipment and protocols must be in place in the terminal, i.e. fire suppression system, electrical voltage, charging schedule, etc.

NEW BUSINESS

Approval to Publish FY 23/24 Budget

Angus McDonald made a motion to approve the FY 23/24 budget for publication purposes as presented. John Hall seconded the motion. The motion passed unanimously.

Bank Borrowing Resolution

Karl Kilduff made the following motion:

RESOLVED, that any two (2) of the following, the Chairman, Leslie Strauss, or in her absence or inability to act, the Vice Chairman, Joan Gay or Treasurer, Charles Norz, be and hereby are authorized on behalf of the Estuary Transit District to:

1. Borrow money and obtain credit, at any time and from time to time, in any form on behalf of the Estuary Transit District from Webster Bank.
2. Pledge, mortgage, grant a security interest in, endorse, assign and deliver, any property held by or belonging to the Estuary Transit District, as security for money borrowed or credit obtained and as a condition of the right to receive such money, or to obtain such credit, with full authority to execute, endorse, guarantee, assign and deliver any document or instrument on behalf of the Estuary Transit District, as the bank may also require in connection therewith.
3. Discount any bill receivable, instrument or paper held in the name of or by the Estuary

Transit District, with full authority to endorse the same in the name of the Estuary Transit District.

John Hall seconded the motion. The motion passed unanimously.

Board Policies Revision

A copy of the revised Board Policies document was included in the Board packet. Clarification on the appropriate protocol and confidentiality during and after Executive Session was provided, board members are prohibited from sharing information discussed during Executive Sessions.

Karl Kilduff made a motion to adopt the revised policies as presented. Angus McDonald seconded the motion. The motion passed unanimously.

OLD BUSINESS – None.

CHAIR COMMENTS

Leslie reported that the Middletown Arts Council hosts First Friday Events, beginning in June, that include live music, food and tastings. The Corinthian Jazz Band will perform at some of the events. Note that Leslie and Angus are band members. The musicians are not paid for these performances.

BOARD MEMBER COMMENTS

Joan Gay reported that the Killingworth Earth Day celebration included in the use of the Trolley. The trolley was well received, and the driver was excellent.

NEXT MEETING - June 9, 2023 - 9 a.m.

ADJOURNMENT

John Hall made a motion to adjourn the meeting at 10:10 a.m. Angus McDonald seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Suzanne Helchowski  
Clerk