

**MINUTES OF THE JULY 20, 2016 MEETING OF THE
SOUTHEAST AREA TRANSIT DISTRICT BOARD OF DIRECTORS MEETING**

Members Present: Tammy Daugherty (New London), Debery Hinchey (Norwich), Ronald McDaniel (Montville), Rich Moravsik (Groton), Mark Nickerson (East Lyme), Mark Oefinger (Groton), Michael Passero (New London), John Salomone (Norwich), Rob Simmons (Stonington), Kevin Skulzcyck (Griswold), 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: Bob Congdon (Preston First Selectman) Patricia Johnson (ATU 1209), Jaroslaw Pizunski (ATU 1209), Ryan Blessing (The Bulletin), Kimberly Drelich (The Day)

1. **Roll Call:** Called to order at 9:45 am by Chairman McDaniel; it was noted that a quorum was present.
2. **Minutes of the Previous Meeting:** Minutes of the June 15, 2016 SEAT Board meeting were distributed prior to the meeting; Chairman McDaniel moved approval, seconded by Mr. Moravsik. The minutes were unanimously approved.
3. **Public Participation:** Mr. Jaroslaw Pizunski, President of Local 1209 requested to address the board. Mr. Pizunski reflected back to four years ago when the Board changed and Directors were appointed by the member's towns. The Union felt these changes provided more hope for influence and they would "make noise", they are requesting this be done now, especially with the recent budget shortfall. It was reiterated by several board members that there is constant communication and active participation with the State and Legislatures. SEAT Board members are very active and a reminder Commissioner Redeker was invited and attended the SEAT Board meeting in May 2016.
4. **Communications:** None
5. **Business Report:**
 - a. **Manager's Report:** The report had been distributed prior to the meeting. Mr. Carroll provided a brief summary and offered to answer questions, none were asked. Mr. Salomone moved acceptance of the report; Mr. Sparkman seconded. The motion passed.
 - b. **Treasurer's Report:** May and June reports had been distributed prior to the meeting. It was noted the June statement is preliminary and the figures are subject to audit adjustments. Mr. Oefinger moved acceptance; Mr. Sparkman seconded. The motion passed.

6. **Old Business:**

- a. **One District, One Fare:** Three public meetings were held (Norwich City Hall, Groton Senior Center and New London City Hall) and lightly attended. Comments from the Public (via forums, email, and social media) had been distributed prior to the meeting. Management recommended discounted tickets as an incentive to purchase tickets; buy 9 get one free (a book of tickets contains 10). Mr. Oefinger moved acceptance; Mr. Simmons seconded. The motion was passed. Mr. Carroll proposed a fare change implementation target date of September 1, 2016, this will give SEAT time to update GFI, train operators, and continue preparing riders. Mr. Simmons moved acceptance; and Mr. Moravsik seconded. The motion was passed.
- b. **Ledyard Membership:** Active discussion held as to whether Ledyard is withdrawing. It is the opinion of legal counsel that Ledyard would need to formally request re-joining the District, and that has not occurred. Eliminating Ledyard would also mean the ADA Paratransit would cease. Discussion and questions were raised if Ledyard does not re-join would the busses be able to be flagged down when going through Ledyard or would they pass by. There is no formal "rejoin", no action on Ledyard Town budget even though financial committee approved \$9,773.00 (instead of the \$13,254) leaving a shortfall of \$3,481, and that issue needs to be resolved as a condition for Ledyard's consideration to rejoin the District. Many agreed there needs to be a discussion with Mr. Finklestein and a letter to council. The Board did not come to any consensus on the issue. Chairman McDaniel moved to table motion, Mr. Simmons approved; seconded by Ms. Hinchey.

7. **New Business:**

- a. **Contract Award: Financial SEAT Auditor:** At the request of the Board, SEAT staff released a Request for Proposal in April for financial auditing for Fiscal 2016, 2017, 2018 and 2019. Three proposals were received and evaluated by staff team. Management recommended a three-year award to current auditor Ron Beaulieu. An electronic vote was taken and approved by the Board. It was also suggested that going forward some members of the Board be involved in future evaluations.
 - b. **SEAT Reserve Funds: Proposed Use:** Recommendation and discussion held to pay down the \$148,753 cumulative deficits by transferring funds from the Reserve Account (SEAT received from the State as reimbursement for incurred fuel release remediation costs). Going forward, it was requested authorizing the use of the remaining balance in the Reserve Account to fund any short-term cash flow requirements before utilizing the Commercial Line of Credit which would save SEAT some interest expense. Management will prepare a monthly report of Reserve Account activity for Board review at each monthly meeting. Mr. Simmons moved acceptance; Mr. Oefinger seconded. The motion passed.
8. **Adjournment:** There was no further business and the meeting was voted by consent to adjourn at 10:54 am
9. **Next Meeting:** August 17, 2016, 9:30 AM SE CT Council of Governments, 5 Norwich Avenue, Norwich CT

Respectfully Submitted, Rich Moravsik, Secretary