

**MINUTES OF THE JUNE 15, 2016 MEETING OF THE  
SOUTHEAST AREA TRANSIT DISTRICT**

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**Members Present:** Tammy Daugherty (New London), Deberey 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. Noted left early)

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

**SCCOG:** James Butler, Richard Guggenheim

**Other Attendees:** Dulcie Harris (ATU 1209), Stacy Zujus (ATU 1209), Bob Congdon (Preston First Selectman)

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1. **Roll Call:** Called to order at 11:04 am by Chairman McDaniel; it was noted that a quorum was present.
2. **Minutes of the Previous Meeting:** Minutes of the May 17, 2016 SEAT Board meeting were distributed prior to the meeting; Chairman McDaniel moved approval, seconded by Ms. Hinchey. The minutes were unanimously approved.
3. **Public Participation:** No one from the public addressed the board.
4. **Communications:** Email from Jaroslaw Pizunski (ATU 1209) and a flyer was included in the board package. The e-mail expressed concern over a possible budget shortfall of more than \$300,000; the flyer recommended contacting CT DOT Commissioner James Redeker. The Flyer included benefits of riding SEAT and expressed concern of the possibility of losing bus service due to funding reductions. The flyer had been emailed prior to the meeting to SEAT board members.
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; there was some discussion regarding the increase in service interruptions in May due to temperature/air conditioning. Ridership was down in May and year-to-date, (most likely to due to low prices of gasoline). ADA ridership was down from last year; it was recommended the chart style be altered to not give the wrong impression of large degree of number variance. Mr. Skulzcyck moved acceptance of the report; Ms. Daugherty seconded. The motion passed.
  - b. **Treasurer's Report:** Given the early date of this month's Board meeting, staff did not have sufficient time to close-out the May financials and development statements. May financials will be included in July's SEAT Board meeting. Preliminary reviews indicate no major deviation from what had been reported over the last quarter. Mr. Oefinger moved acceptance and Chairman McDaniel seconded. The motion passed.

**6. Old Business:**

- a. Based upon information from the State to expect no increase in funding, staff proposed to balance the FY17 operating budget by a fare increase and other operating efficiencies. A proposed fare structure was provided in the SEAT Board package. Proposal is fare simplification – No Zones – 1 District 1 Fare. Active discussion held as to whether discount passes for small or large purchases (to encourage purchase of tickets), youth discounts, etc. The board's consensus was to not offer discounts for youth or 10-ride ticket purchases. Staff proposed holding public hearings to be held in three central locations on the bus route in Norwich, Groton and New London. Chairman McDaniel moved acceptance of motion to proceed with fare structure proposal for public comment, and to return to the Board for final decision; Mr. Sparkman seconded. The motioned was passed.
- b. Ledyard Contribution – Ledyard has indicated a desire to remain in the District at a \$9,773 contribution (FY16 level), however, SEAT had set their contribution at \$13,254. It was discussed to invoice the approved amount, and carry balance remaining. It was further directed that Mr. Carroll should discuss the balance owed with Ledyard Mayor Michael Finklestein. Ms. Hinchey moved approval; seconded by Mr. Nickerson. The motion was passed.

**7. New Business:**

- a. FY17-22 Capital Improvement plans – included in board packages and discussed. SEATs capital program is generally funded with 80% Federal dollars and 20% State and requires no local match. Staff has prepared and submitted a preliminary Program of Projects. This application includes funding for seven replacement heavy-duty transit buses in FY17. Staff also advised the members that five new cutaway buses for ADA paratransit have been place into regular service; the old units have been deadlined and are waiting on disposal and/or return. Mr. Oefinger moved acceptance of the capital plan; and Mr. Simmons seconded. The motion was passed.
- b. Route (Run) 2 Modifications – Route 2 has been one of two main “corridor” routes connecting Norwich to Groton / New London. Several years ago the alignment was changed to incorporate Ledyard Center, while maintaining service on Route 12. These changes created a very large loop route, which had low ridership. At the same time, this re-routing reduced the schedule reliability. The Nelson-Nygaard team recommend changing the alignment to bi-directional service on Route 12, eliminating the Ledyard Center segment. The Consultant report was attached as background in Board Packet. Discussion was held to adopt these changes. The Board directed Mr. Carroll will discuss the changes with Ledyard Mayor Michael Finklestein and schedule public meetings before moving forward. Chairman McDaniel moved acceptance; Mr. Oefinger seconded. Mr. Simmons suggested the notes reflect Mr. Finkelstein will be contacted regarding these changes.
- c. Awards! Congratulations to SCCOG Senior Planner/Assistant Director Richard (Dick) Guggenheim, who was nominated by Alfred Fritzsche and Michael Carroll to receive the CACT 2016 Friends of Public Transportation Awards. Mr. Guggenheim will be presented with the award on June 22, 2016 at the CACT Annual Meeting. In addition, SEAT Operations Manager Philip Andrew was nominated and will be awarded CACT 2016 Excellence in Transportation Award.

8. **Adjournment:** There was no further business. Chairman McDaniel moved approval and Mr. Oefinger seconded. Unanimously voted to adjourn the meeting at 11:40 a.m.