

**MINUTES OF THE SEPTEMBER 21, 2016 MEETING OF THE  
SOUTHEAST AREA TRANSIT DISTRICT BOARD OF DIRECTORS MEETING**

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**Members Present:** Tammy Daugherty (New London), Debercy Hinchey (Norwich), Ronald McDaniel (Montville), Rich Moravsik (Groton), Mark Nickerson (East Lyme), Mark Oefinger (Groton), John Salomone (Norwich), Rob Simmons (Stonington), Kevin Skulzcyck (Griswold), Daniel Steward (Waterford)

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

**SCCOG:** James Butler, Richard Guggenheim

**Other Attendees:** Ryan Blessing (The Bulletin), John Connelly (Jewett City Borough Warden), Kimberly Drelich (The Day), Jaroslaw Pizunski (ATU 1209),

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1. **Roll Call:** Called to order at 9:50 am by Chairman McDaniel; it was noted that a quorum was present.
2. **Minutes of the Previous Meeting:** Minutes of the July 20, 2016 SEAT Board meeting were distributed prior to the meeting. It was requested by ATU 1209 President Jaroslaw Pizunski to amend the minutes noting his statement about the First Transit contract and his understanding that the contract included provisions for additional staff, specifically a Maintenance Manager. Chairman McDaniel moved approval of July 20, 2016 minutes, as amended, seconded by Ms. Hinchey. The minutes were unanimously approved.
3. **Public Participation:** Mr. Jaroslaw Pizunski, President of Local 1209 requested to address the board. Mr. Pizunski stated the cuts were unfortunate and the state is taking transportation "backward, not forward". Mr. Pizunski stated it was a smart decision to close the kiosk rather than cutting services, due to state aid reductions. Mr. Pizunski said he does feel the public needs the kiosk service for information and ticket purchasing, especially during the recent fare structure changes. Also expressed disappointment in the 22 million dollar investment on the Norwich Transportation Center and plans for it (via train, ferry, bus, )
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, brief discussion was held. Mr. Simmons moved acceptance of the report; Mr. Moravsik seconded. The motion passed.
  - b. **Treasurer's Report:** August reports had been distributed prior to the meeting. Ms. Hinchey moved acceptance; Mr. Steward seconded. The motion passed.
6. **Old Business:**
  - a. **One District, One Fare Report:** Management provided a report on the One District, One Fare plan implemented on September 6, 2016. Management chose this date as it was the first full week of the month, and started the day after the Labor Day Holiday. Information about the upcoming change, including flyers in English, Spanish and Chinese had been distributed to customers and posted on SEAT's website and social media. Farebox re-programming went smoothly and operators were trained on the new fares. Customer complaints have been minimal. SEAT continues training and reminders for its operators as well as continued updates on its website and social media for our customers. The SEAT website is being updated to include an on-line shopping cart for pass and ticket sales, and SEAT continues to sell tickets through the mail. However, due to problems with our ticket vendor, we have yet to receive our five or thirty-one period passes, although the Day passes are being sold on the buses. Management cautioned that it was too early to draw conclusions about the

overall impact of revenue and ridership with the limited data at hand, but will continue to report the impact of the new fare plan going forward.

- b. **Ledyard Membership and Route 2 Re-alignment:** Active discussion was held as to the status of the Ledyard's participation. Numerous discussions have occurred over the last year, and the Ledyard Council had approved funding at FY16 Levels, but still less than the requested FY17 amount. Furthermore, since the Town Council did not take action to rescind its December notice of withdrawal and formally re-apply to SEAT, this action become effective on July 1, 2016. Since that time, SEAT has modified the Route/Run2 service to eliminate service to Ledyard Center, and operate between Norwich and Groton via Route 12 in both north and south bound directions, per the recommendation of the Service Study. There was discussion about whether SEAT should continue to serve customers (both fixed route and ADA paratransit) in Ledyard after the town had withdrawn from the District. It was a board consensus to have a discussion with Mayor Finkelstein and seek a resolution as to Ledyard's membership in the District for the current fiscal year. Mr. Simmons and Chairman McDaniel agreed to meet with Mr. Finkelstein and move towards closure of this issue at the next Board meeting. It was also suggested that the Board should try to schedule a meeting with Mr. Robert Hayward (Mashantucket Pequot Tribal Government) to discuss the Tribe's financial participation with SEAT as the District continues to provide service to Foxwoods.

7. **New Business:**

- a. **State Funding Reductions/FY17 Operating Budget Revision:** The manager provided a report on State funding, and noted that during recent meetings with CTDOT, they had been hinting at further reductions in State aid to SEAT. At our last monthly meeting, staff learned that would in fact, be the case, and all transit districts would face a 2% reduction in state aid (which has been frozen for two years). Although the state did slightly increase our ADA assistance (\$3, 512) total state aid declined by \$84,360 for SEAT's FY17 budget. As a result, staff chose to close down the Norwich Transportation Center ticket/information office, which included laying off the 1 part-time employee. In addition, staff eliminated two hours of service on Route 121 (Three Rivers) with service starting at 3 pm instead of 1 pm. The budget was further balanced by incorporating savings in Workers' comp renewal rate into our budget. The manager noted that with these changes, the budget remains balanced; however, it is extremely tight and will merit close monitoring, and if expenditures are exceeding projected revenues, he will be recommending additional service reductions in order to end the fiscal year in balance.
- b. **Diesel Tank Replacement Report:** Management provided a report on the small leak in SEAT's 12,000 gallon above ground diesel tank discovered on August 23. The estimated leak was less than 10 gallons of product and water. DEEP and the local fire department were notified of the release; they reviewed the situation and appeared to be satisfied with our course of action. A temporary 4,000 gallon tank has been secured and fueling operations continue normally. Management reported that current capital funds would be re-programmed to cover the cost to install a new tank, and noted that this work should be completed before the end of the calendar year.

8. **Adjournment:** There was no further business and the meeting was voted by consent to adjourn at 10:40 am

9. **Next Meeting:** October 19, 2016, 9:30 AM SE CT Council of Governments, 5 Norwich Avenue, Norwich CT

Respectfully Submitted, Rich Moravsik, Secretary