

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT ETD MEETING

ESTUARY TRANSIT DISTRICT  
RIVER VALLEY TRANSIT  
REGULAR MEETING  
Friday, September 8, 2023  
91 N. Main Street, Middletown CT and  
Via ZOOM

CALL TO ORDER

Chairman Strauss called the meeting to order at 9:07 a.m. A quorum was established. In attendance included Leslie Strauss, John Hall (ZOOM), Tim Griswold, DG Fitton, David Lahm (ZOOM), Charlie Norz (ZOOM), Jim Irish (ZOOM), Beverly Lawrence (ZOOM), and Angus McDonald.

Staff: Joe Comerford, Chris Denison (ZOOM), Brendan Geraghty, Mutez Ennab (ZOOM).

Absent: Joan Gay, Bobbye Knoll Peterson, Karl Kilduff

VISITORS' COMMENTS – None.

SECRETARY'S REPORT

DG Fitton motion to accept the meeting minutes of the 8/11/23 Board meeting as presented. Charlie Norz seconded the motion. The motion passed unanimously.

COMMUNICATIONS – None.

TREASURER'S REPORT – None.

COMMITTEE REPORTS

Facilities

Angus reported that he met with Joe Comerford and DOT staff (Graham) to discuss the proposed Old Saybrook site (state owned property). A “very rough” schematic plan was reviewed. The site has not been reviewed by the Facilities Committee. The next steps include a “mini feasibility study” to include an extensive review of wetlands on the site, traffic studies, etc. The consensus of the Board was to pursue a more extensive review of the property.

Terminal Update

Joe met with the DOT and COG regarding a DOT funded feasibility study relative to an appropriate location for a terminal in Middletown. It is anticipated that a study could be completed in 2 years. In addition Joe met with electrical engineers from the DOT regarding the electrification needs of the District. Electric buses are to be delivered in August 2024.

DG Fitton made a motion to accept the Facilities Committee report as presented. Angus McDonald seconded the motion. The motion passed unanimously.

Marketing

Leslie reported:

- All new signs are in production.

- The new website was “screenshared”. It will be “live” on Monday, 9/11/23 and includes new features, i.e. interactive maps, apps, etc.
- Pictures of the 3 newly wrapped buses were “screenshared”.

Charlie Norz made a motion to accept the Marketing Committee report as presented. DG Fitton seconded the motion. The motion passed unanimously.

#### Transit Advisory

Tim reported that a meeting is scheduled at noon on Monday, 9/11/23. Agenda items include fare structure, routes, and bus stops.

DG Fitton made a motion to accept the Transit Advisory Committee report as presented. Angus McDonald seconded the motion. The motion passed unanimously.

#### Management

DG reported that the proposed contract for management services is being updated. The Board will discuss this further in Executive Session. First Transit has been updated.

Angus McDonald made a motion to accept the Management Committee report as presented. Tim Griswold seconded the motion. The motion passed unanimously.

#### EXECUTIVE DIRECTOR’S REPORT

Joe reported:

- Route changes have been pushed to mid-October. Riders will receive ample notice about the route changes.
- Staff were commended for their work regarding the recent reviews of the District. Minor “findings” are being addressed as maintenance is being brought in-house.
  - The length of the Shoreline routes was discussed vis a vis maintenance.
- Issues, including training, software, and data bases with Passio (AVL vendor) are being addressed.

Angus McDonald made a motion to accept the Executive Director’s report as presented. DG Fitton seconded the motion. The motion passed unanimously.

#### TRANSIT PLANNER’S REPORT

##### New Schedules

The 2023 Ride Guide (brochure) was “screenshared”. Brendan reported that the layout and schedules are being finalized. He was available to address questions/concerns of board members. Publicity is being developed relative to the new routes.

Brendan is in close communication with Wesleyan regarding services and student ridership is going well. In addition, Middlesex County Community College students also use RVT to commute to campus.

AVL monitors have been installed at the Middletown terminal and provide “real time” information. Kiosks at the terminal will be installed in September. Battery operated signs in Madison and Old Saybrook will also have “real time” information.

DG Fitton made a motion to accept the Transit Planner's report as presented. Charlie Norz seconded the motion. The motion passed unanimously.

#### NEW BUSINESS

IT Services Authorizing Resolution – A copy of the Resolution was included in the BOS for Board consideration.

David Lahm made a motion that:

WHEREAS, bids for an experienced Contractor to satisfy ETD's need for IT Help Desk Services to provide 24/7/365 coverage for requests and troubleshooting incidents from staff members, network technical issues, hardware, and software, were solicited and opened on June 5, 2023;

BE IT RESOLVED, that Spectrum Virtual be awarded the bid to assume responsibility for the aforementioned tasks;

RESOLVED FURTHER, that the Executive Director, Joseph Comerford, hereby is authorized on behalf of the Estuary Transit District to negotiate and execute all necessary contract documents with Spectrum Virtual in an amount not to exceed \$175,744.00.

DG Fitton seconded the motion. The motion passed unanimously.

Note: 3-year all-inclusive contract.

OLD BUSINESS – Board members were reminded to forward their Conflict-of-Interest forms to Chris.

#### CHAIR COMMENTS

Leslie commended the staff for their efforts during the transition, the Tri-Anneal Review and software issues.

#### EXECUTIVE SESSION – Negotiations – Management Contract

DG Fitton made a motion to go into Executive Session to discuss the Management Contract at 10:08 a.m. Angus McDonald seconded the motion. The motion passed unanimously.

Regular Session resumed at: 10:25 p.m. No action.

BOARD MEMBER COMMENTS – None.

#### ADJOURNMENT

Charlie Norz made a motion to adjourn the meeting at 10:25 a.m. John Hall seconded the motion. The motion passed unanimously.

Next Meeting – October 13, 2023

Respectfully Submitted,

Suzanne Helchowski, Clerk