

**MIDDLETOWN AREA TRANSIT  
BOARD OF DIRECTORS MEETING**

**May 11, 2016**

**Present:**

**William Donahue  
Stephen Shapiro  
Robert Gatehouse  
Brian Dudek  
Stewart Kristiansen**

**Darryl Bullock  
Andrew Chiaravallo  
Cornell Lewis  
Priscilla Geer**

**RECEIVED  
16 JUN - 2 AM 9:03  
TOWN CLERK  
MIDDLETOWN, CONN.**

The meeting was called to order at 5:00 p.m.

**Public Session:**

No one from the public was present.

**Correspondence:**

The correspondence was read and accepted.

**Minutes:**

There were no minutes to be presented as the Board meetings for the last two months were cancelled for lack of a quorum.

**Stats:**

Cornell presented stats comparing January 2016 to January 2015 that showed we were up 5% for the month. ADA-Dial-a-Ride was up by 56%, a major increase. The "B" route also showed a significant increase. In February we had an overall increase of 7% and March showed 6% annually. The ADA-Dial-a-Ride showed a 23% increase for the period January through April.

Andy said we had provided the Senior Center route for a year a half and when it first started, the route was run on a continuous loop, but it has now been changed to an "on call" basis. The miles have increased, but he feels the headcount has peaked.

**Administrator's Report:**

Andy showed several slides of the advertising on the buses. Middletown Adult Education, Middlesex Community College and Personal Auto Care are all advertising with us. The agreed-upon total for advertising is met each month and is frequently exceeded. He said he expects to earn more this coming year than last year.

There are currently no issues with the vehicles with the exception of one that isn't running. The vans are all running fine and the last three new buses are arriving around October 1 (three 35-footers). Surprisingly, it only takes a week for construction and they'll be starting in early September. There are five buses in the parking area that are going to auction, four are running, one is not. The only way to get any money back from them is to sell at auction because it is partially FTA money. He noted that if anything can be salvaged, that will be done. We are required to disclose any problems with the vehicles.

External repairs are currently being done on the terminal. The back patio will be removed and replaced, making it level. Both alleyways will be fixed and the fencing will be replaced. The canopy will be repainted—basically the same color. The next grant project will be to redo the floors, ceiling and bathroom.

After a meeting with the mayor, Andy said the City funding will be level once again. He has no anticipation of being cut on the State funding and the money is there now. He also noted we might receive a large increase in Fixed route funding due to the deletion of the Jobs Access program and he's waiting to see what happens there.

We will be participating in the Memorial Day parade again this year, and will use the new vehicles.

Andy is in the process of doing performance evaluations for the administrative staff and they will be ready for the next Board meeting.

Because the Lake Compounce outing was so successful last year, Andy would like to do it again this year and asked for the Board's approval to do so. He would like to pick an earlier date, either July or August. The Board unanimously granted approval. A small bus will be made available for those who want transportation and he noted parking is free.

All overhead doors with the exception of one are operable. The hot water and the waste oil burner are still not working properly. Apparently the waste oil burner was put in the wrong spot in the building. These are still the two biggest issues. The heating and a/c repair company came in to do an evaluation on the entire system. The leaks in the roof have been resolved with the replacement of some shingles.

There were eleven Resolutions this month:

MTD BOARD RESOLUTION

A request was made at the May 11, 2016 Regular Board Meeting by Andrew Chiaravallo, Administrator, that the Board of Directors of the Middletown Transit District empower its Chairman, William C. Donahue, to sign the FY 2016-17 Agreement with the City of Middletown to provide public transportation to the Middletown Area. The motion was made by Stephen Shapiro, seconded by Darryl Bullock, and was unanimously accepted by the Board.

MTD BOARD RESOLUTION

A request was made at the May 11, 2016 Regular Board Meeting by Andrew Chiaravallo, Administrator, that the Board of Directors of the Middletown Transit District empower its Chairman, William C. Donahue, to sign the FY 2016-17 Agreement with the City of Middletown to provide Elderly/Handicapped and Dial-A-Ride service to the City of Middletown. The motion was made by Stephen Shapiro, seconded by Darryl Bullock, and was unanimously accepted by the Board.

MTD BOARD RESOLUTION

A request was made at the May 11, 2016 Regular Board Meeting by Andrew Chiaravallo, Administrator, that the Board of Directors of the Middletown Transit District empower its Chairman, William C. Donahue, to sign the FY 2016-17 Agreement with the City of Middletown to provide Enhanced Dial-A-Ride service (to and from the Senior Center) to the City of Middletown. The motion was made by Stephen Shapiro, seconded by Darryl Bullock, and was unanimously accepted by the Board.

MTD BOARD RESOLUTION

A request was made at the May 11, 2016 Regular Board Meeting by Andrew Chiaravallo, Administrator, that the Board of Directors of the Middletown Transit District empower its Chairman, William C. Donahue, to sign the FY 2016-17 Agreements with the Towns of East Hampton, Portland, Durham, and Middlefield to provide Elderly/Handicapped Dial-a-Ride service to the aforementioned Towns. The motion was made by Stephen Shapiro, seconded by Darryl Bullock, and was unanimously accepted by the Board.

MTD BOARD RESOLUTION

A request was made at the May 11, 2016 Regular Board Meeting by Andrew Chiaravallo, Administrator, that the Board of Directors of the Middletown Transit District empower its Chairman, William C. Donahue, to sign the Annual Operating Agreement for 7/1/016 - 6/30/17 with the Towns of East Hampton and Portland in order to provide Rural Transit Service to the aforementioned Towns. The motion was made by Stephen Shapiro, seconded by Darryl Bullock, and was unanimously accepted by the Board.

MTD BOARD RESOLUTION

A request was made at the May 11, 2016 Regular Board Meeting by Andrew Chiaravallo, Administrator, that the Board of Directors of the Middletown Transit District authorize its Chairman, William C. Donahue, to enter into agreement with the Connecticut Department of Transportation and the Federal Transit Administration for Capital and/or Operating Assistance during the Fiscal Year 2016-17. The motion was made by Stephen Shapiro, seconded by Darryl Bullock, and was unanimously accepted by the Board.

MTD BOARD RESOLUTION

A request was made at the May 11, 2016 Regular Board Meeting by Andrew Chiaravallo, Administrator, that the Board of Directors of the Middletown Transit District empower its Chairman, William C. Donahue, enter into an agreement with the Connecticut Department of Transportation for Operation Assistance of the Municipal Grant Program. The motion was made by Stephen Shapiro, seconded by Darryl Bullock, and was unanimously accepted by the Board.

MTD BOARD RESOLUTION

A request was made at the May 11, 2016 Regular Board Meeting by Andrew Chiaravallo, Acting Administrator, that the Board of Directors of the Middletown Transit District empower its Chairman, William C. Donahue, to sign the contract for Blum, Shapiro & Company, P.C., to perform audit services for FY 2016. The motion was made by Stephen Shapiro, seconded by Darryl Bullock, and was unanimously accepted by the Board.

MTD BOARD RESOLUTION

A request was made at the May 11, 2016 Regular Board Meeting by Andrew Chiaravallo, Administrator, that the Board of Directors of the Middletown Transit District authorize Andrew Chiaravallo to act on behalf of Middletown Transit in filing an application with the Connecticut Department of Transportation under the Federal Transit Administration (FTA) Section 5311 Nonurbanized Area Formula Program and negotiating and executing agreements/contracts, and all appropriate and necessary contractual instruments for the aid in the financing of operating, administrative, capital and/or technical assistance projects with the Connecticut Department of Transportation. The motion was made by Stephen Shapiro, seconded by Darryl Bullock, and was unanimously accepted by the Board.

MTD BOARD RESOLUTION

A request was made at the May 11, 2016 Regular Board Meeting by Andrew Chiaravallo, Administrator, that the Board of Directors of the Middletown Transit District approve Middletown Transit District's Title VI Program dated April 1, 2016. The motion was made by Stephen Shapiro, seconded by Darryl Bullock, and was unanimously accepted by the board.

MTD BOARD RESOLUTION

A request was made at the May 11, 2016 Regular Board Meeting by Andrew Chiaravallo, Administrator, that the Board of Directors of the Middletown Transit District empower its Chairman, William C. Donahue, to sign the FFY 2017-2020 - 5311 Application for Rural Operating & Capital Assistance. The motion was made by Stephen Shapiro, seconded by Darryl Bullock, and unanimously accepted by the Board.

Stephen Shapiro made a motion to adjourn the Board meeting. The motion was seconded by Daryl Bullock and the Board meeting was adjourned at 5:50 p.m.

**INCOMING CORRESPONDENCE**

**5/1/2016**

<b>DATE FROM</b>	<b>DESCRIPTION</b>
12-May Mayor D. T. Drew	Appreciation to 2016 Middletown Youth Fishing Derby
19-May Blum, Shapiro & Company, P.C.	Middletown Transits audited financial statements
27-May Rev. D. Campbell	Appreciation for Service provided

**OUTGOING CORRESPONDENCE**

**5/1/2016**

<b>DATE</b>	<b>To</b>	<b>DESCRIPTION</b>
5-May	G. Wyman	DAR Tickets
16-May	T. Pesapane	DAR Tickets
19-May	C. Chalmers	DAR Tickets
24-May	J. McCabe	CT Mailed reduced fare appl.
26-May	M. Milardo	DAR Application
26-May	K. Stone	DAR Application
26-May	Town Hall	Copy of Middletown Audited Financial Statements
31-May	J. D. Remillard	DAR Tickets