

**MIDDLETOWN AREA TRANSIT  
BOARD OF DIRECTORS MEETING  
December 9, 2015**

**Present:**

<b>William Donahue</b>	<b>Andrew Chiaravallo</b>
<b>Robert Gatehouse</b>	<b>Cornell Lewis</b>
<b>Brian Dudek</b>	<b>Priscilla Geer</b>
<b>Stewart Kristiansen</b>	

The meeting was called to order at 5:05 p.m.

**Public Session:**

No one from the public was present.

**Correspondence:**

The correspondence was read and accepted.

**Minutes:**

The Minutes of the Board Meeting of November 11, 2015 were read. Brian Dudek made the motion to approve them and Robert Gatehouse seconded. The Minutes of the Board Meeting of November 11, 2015 were accepted by the Board.

**Stats:**

Cornell presented stats comparing November, 2014 to November, 2015 and stated that the routes were up about 3% for month-to-month and about .8% annually.

He reported that we were recently approved for a \$1,500,000 grant from the FTA with a partial match coming from the state. This will permit us to purchase three 35-foot buses, replacement parts and a service truck. Our IT equipment will also be partially replaced and part two of our bus announcement system will be installed. 80% of this grant will come from the FTA with the State providing 20%.

**New Garage:** Cornell stated he is currently getting quotes to have heaters installed in the gutters to prevent ice buildup. The garage doors have been repaired, with new parts being installed in many, but not all of them. All except three are working properly and those three still need to be fixed, apparently there is an issue with the wiring. We are still withholding \$133,000 until everything is 100% to our satisfaction. Cornell also mentioned there are some issues with the hot water heater, despite the tank being huge. There is a long wait time for hot water in the faucets in the bathroom.

**Administrator's Report:**

Andy reported that the contractors are recommending we wait to replace the patio/sidewalk in the rear of the terminal building until spring. The City may put something temporary in place in the alley until spring.

Our current service truck is about ten years old and Andy is looking to trade it in for a new truck.

The City sent a letter stating that according to Connecticut General Statutes we have to provide them copies of our Board meeting's minutes and also a copy of our by-laws.

There was some confusion over expirations of appointments of various Board members and it was suggested that members review their contracts before getting sworn in to make sure they have a four-year term. The question was asked if we could operate without a board and this question will be referred to our attorney.

Andy passed out copies of the By-Laws.

Andy said we'll be having an intern training with us for the winter semester. She is a business major in college and will be "shadowing" Andy. He will ask her to put together a Power-Point presentation on what Middletown Area Transit is all about.

The Awards Ceremony will be held on Sunday, December 20 at the terminal. Bob Dillman, who has worked here for 9 years and is retiring, will be honored. All Board members are invited.

There was one Resolution this month.

**MTD BOARD RESOLUTION**

A request was made at the December 9, 2015 regular Board Meeting by William C. Donahue, Chairman of the Board of Directors of the Middletown Transit District, to adopt one change to Article VI, Section 1 of the By-Laws of the Middletown Transit District to read:

*Section 1: Regular Meetings. The regular business meetings of the Board of Directors shall be held on the 2<sup>nd</sup> Wednesday of every month at the Thomas A. Cheeseman Maintenance Facility located at 91 North Main Street In Middletown, in the Multi-Purpose room - unless otherwise posted.*

The motion to adopt the By-Law change was made by Brian Dudek, seconded by Robert Gatehouse, and was unanimously accepted by the Board.

Stewart Kristiansen made a motion to adjourn the meeting. The motion was seconded by Robert Gatehouse and the meeting was adjourned at 5:40 p.m.