

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT RIVER VALLEY TRANSIT MEETING  
RIVER VALLEY TRANSIT  
REGULAR MEETING MINUTES  
Friday, April 10, 2026  
91 N. Main Street, Middletown CT and via ZOOM

CALL TO ORDER

Chairman Strauss called the meeting to order at 9:05a.m. In attendance included:

Leslie Strauss, Charlie Norz (ZOOM), Tim Griswold, DG Fitton, Joan Gay, (ZOOM), Kathryn Russell, John Hall (ZOOM), Mike Pelton (ZOOM), Beverly Lawrence (ZOOM, exited at 10:15 a.m.).

Staff: Chris Denison (ZOOM), Brendan Geraghty, Joe Comerford, Lisa Gibson (ZOOM), Jared Whitcomb, Halyna Famiglietti

VISITOR'S COMMENTS – None.

SECRETARY'S REPORT

On a motion made and duly seconded the minutes of the 2/13/26 Expansion Committee Meeting were unanimously accepted as presented.

On a motion made and duly seconded, the minutes of the 2/13/26 Board Meeting were unanimously accepted as presented.

On a motion made and duly seconded, the minutes of the 2/18/26 Legislative Committee Meeting were unanimously accepted as presented.

On a motion made and duly seconded, the minutes of the 3/10/26 Transit Advisory Committee Meeting were unanimously accepted as presented.

On a motion made and duly seconded, the minutes of the 4/7/26 Facilities Committee Meeting were unanimously accepted as presented.

On a motion made and duly seconded, the minutes of the 4/8/26 Finance Committee Meeting were unanimously accepted as presented.

COMMUNICATIONS – Bob Yamartino was appointed as Middlefield's representative to the Estuary Transit District. The letter of appointment was included in the Board's packet.

TREASURER'S REPORT – None.

COMMITTEE REPORTS

Facilities

The minutes of the Facilities Committee were included in the Board packet. Joan Gay, Chairman, provided an overview of the recent meeting and was available to address questions/comments posed by Board members. Discussion at the meeting included an update on the status of the Middletown maintenance facility, the Middletown passenger terminal, and the Shoreline operations facility.

The DOT is working with the railroad to resolve the easement issue on the Middletown property that would allow the use of the full width of the property and bypass lane.

On a motion made and duly seconded, the Facilities Committee Report was unanimously accepted as presented.

#### FINANCE COMMITTEE

The minutes of the Finance Committee were included in the Board packet. The Committee has reviewed all financial documents and no issues were reported.

Charlie Norz, Chairman of the Finance Committee was not in attendance at the Finance Committee meeting. DG Fitton addressed questions/comments posed by board members.

On a motion made and duly seconded, the Finance Committee Report was unanimously accepted as presented.

#### MARKETING COMMITTEE

Marketing initiatives were screen shared, including newspaper articles, Events Magazine articles, social media postings, email newsletters etc. Leslie and Joe provided an overview of these initiatives and were available to address questions/comments posed by board members.

Transit employees and staff were highlighted in marketing initiatives during Employee Appreciation Day.

On a motion made and duly seconded, the Marketing Committee Report was unanimously accepted as presented.

#### LEGISLATIVE COMMITTEE

A copy of the February Legislative Committee meeting minutes was included in the Board's packet. Joan Gay reported on testimony sent to the Legislature on various bills including micro transit budgeting, an AFL-CIO bill regarding workplace and safety for transit workers and the family and medical leave bill that requires transit districts to participate in paid family leave.

On a motion made and duly seconded, the Legislative Committee Report was unanimously accepted as presented.

#### TRANSIT ADVISORY COMMITTEE

The minutes of the Transit Advisory Meeting were included in the Board packet. Tim Griswold provided an update on the initiatives of the Committee including:

- Status of the bus shelter project.
- Status of signage.
- An open discussion on improving ridership.

On a motion made and duly seconded, the Transit Advisory Committee Report was unanimously accepted as presented.

#### EXPANSION COMMITTEE

The minutes of the Expansion Committee meeting were included in the Board's packet.

Items discussed include:

- The Committee will meet with Todd Gelston, First Selectman of East Haddam regarding East Haddam's membership into the District.
  - Their cost would be \$9,000 for "basic service" with increased costs for additional services.

On a motion made and duly seconded, the Expansion Committee Report was unanimously accepted as presented.

NOMINATING COMMITTEE – None.

PERSONNEL COMMITTEE – None.

COG UPDATE – Brendan reported on COG initiatives as follows:

- The COG continues to track bills and submits testimony to the Legislature.
- The COG is assisting towns regarding new Zoning and Housing laws passed.
- The COG is working on the Safe Streets initiatives which analyze the most dangerous non-highway roads in the state and towns.
- Middletown has experienced decreases in speeding and increases in revenue because of the installation of speed cameras.

On a motion made and duly seconded, the COG Update was unanimously accepted as presented.

#### EXECUTIVE DIRECTOR'S REPORT

Joe reported on initiatives including:

- The District is awaiting feedback on documentation submitted related to the Triennial Review.
- Significant time and effort have been expended on following bills and submitting testimony. Joe's testimony on various bills will be forwarded to Board members.
- Work is on-going to develop and implement a unified fare statewide, including options for flexibility on payment methods/fare boxes.

Joe was available to address questions/comments posed by Board members.

On a motion made and duly seconded the Executive Director's Report was unanimously accepted as presented.

#### REGIONAL MOBILITY MANAGER'S REPORT

Joe reported on recent initiatives including:

- Requests for presentations/expos/classes.
- The various meetings that were attended throughout the state.
- Ms. McElwee is available to visit towns to review services upon request.

On a motion made and duly seconded the Regional Mobility Manager's Report was unanimously accepted as presented.

#### TRANSIT PLANNER REPORT

Brendan provided the following information:

- He attended a program in Clinton that helps young adults transition from High School.
- The bus stop/shelters project is going well.
- E. Hampton has doubled ridership over the last 4 months.
  - Ridership is increasing throughout the District
    - Ridership data provided
- The Clinton Trolley route is being tested prior to the upcoming season

On a motion made and duly seconded, the Transit Planner's Report was unanimously approved as presented.

#### FINANCE DIRECTOR'S REPORT

Copies of the financial reports (Budget vs. Actual, Cash Flow) were included in the Board's packet and screenshared. The Finance Committee has reviewed the documents. No issues reported. Halyna reported:

- She is developing grant applications and working on the FY27 budget.
- Auditors are expected at the end of May.

Halyna was available to address questions/comments posed by board members

Beverly Lawrence exited the meeting at 10:15 a.m. and a quorum was lost. Informational only information was provided on the following items. No action(s) taken.

#### OPERATIONS DIRECTOR'S REPORT

Ridership figures were included in the Board's packet and screenshared.

Jared reported:

- Looking for dispatchers
- Driver shortage on shoreline
- Fine tuning safety training manager position

#### MAINTENANCE DIRECTOR'S REPORT

The Maintenance Director's report was included in the Board's packet and screenshared.

Joe reported that the electric buses have been recalled and are going to Canada for service. They are under warranty and the repairs will be made at no cost to the District.

#### NEW BUSINESS

PTASP Adoption Resolution – tabled.

Purchasing Policy Revisions – tabled.

Scheduling Software Contract Extension – tabled.

Title VI Program – tabled.

OLD BUSINESS – None.

#### CHAIR COMMENTS

##### Committee Assignments

Leslie reminded board members that they must serve on one sub-committee. Board members were encouraged to take bus schedules back to their respective towns.

#### BOARD MEMBER COMMENTS

DG reported that a resident reached out to Laurie for services and she was very responsive. He commended her for her dedication to the residents.

EXECUTIVE SESSION – None.

NEXT MEETING – 6/12/26

ADJOURNMENT – The meeting ended at 10:30 a.m.

Respectfully submitted,

Suzanne Helchowski  
Clerk