

# RHODE ISLAND PUBLIC TRANSIT AUTHORITY

## BOARD OF DIRECTORS

### MINUTES OF Monday, March 28, 2016

**Board Members Present:** Mayor Scott Avedisian; Stephen Durkee; Director Peter Alviti; Margaret Holland McDuff; Princess Sirleaf Bomba and Mark Susa.

**Absent:** Stephanie Ogidan Preston and Maureen Martin.

**Also Present:** Raymond Studley, CEO; Benjamin Salzillo, In-House Legal; Christian Capizzo, Outside Counsel; Victoria Catalano, Recording Secretary; and other members of RIPTA's staff, and members of the public whose names are on the sign-in sheet.

**Agenda Item 1:**      Approval of the March 9, 2016 Board Workshop Minutes

Mr. Durkee makes a motion to approve the March 9, 2016 Board Workshop minutes as presented. Ms. Holland McDuff seconds the motion and it passes unanimously.

**Agenda Item 2:**      Public Comment

*(Board members take public comments under advisement, but do not respond except for clarifications. Members may follow-up on public comments in writing post-meeting as permitted by applicable law.)*

Mayor Avedisian welcomes Mr. Rhodes to speak. Mr. Rhodes states that he is from the RIPTA Riders Alliance and wants to comment on two items. The first is the Workshop meeting; RIPTA Riders feel it took a while to get started because there was really no material to have in their hands to go along with the presentation; were hoping that there would be some opinions and/or conversation that they would have been allowed to have with the Board at the workshop. Second, he wants to comment on the new bus route going from Rhode Island Hospital to the Train Station corridor. He states that he is glad that the initial street car trolley has been put to bed, and that RIPTA is going to be allowed to provide that service that should have been focused on from the beginning. He commends the Chairman and everyone on the RIPTA team that had anything to do with that.

Mayor Avedisian welcomes Barbara Henry to speak. Ms. Henry states that on March 1 she was on the 33 route bus. She had her cane and asked the bus driver if she could get off at Pawtucket and Warren Ave bus. She states the bus operator asked her to pull the cord. She said she stated she was blind, and another passenger stated they would pull the cord for her. This is the second time in a short period of time that this has occurred and she feels there is a pattern. She states that in Kennedy Plaza there are RIPTA employees who do not identify themselves and ask her where she is going; they don't say they are a RIPTA employee and how can I assist you. She had people come to up her and say that person was a RIPTA employee, or she has questioned the person.

Director Alviti arrives to the board meeting.

She finds it odd that a person approaches her and may have good intentions, but they just say – “Where are you going?” She thinks of her safety and that this not professional. She thinks training is vital for the employees. Additionally, she states that although she knows this is not a RIPTA issues she wants to bring up that the police come up to her on bicycles and do not identify themselves; she finds this odd as well, and she has the same apprehension. She asks for help for herself and others with disabilities who need to take RIPTA.

Mayor Avedisian states that Mr. Studley will talk with the staff about properly identifying themselves.

Mayor Avedisian welcomes Mr. Gafney to speak. Mr. Gafney states he has been nominated to the ATAC, but is not a member at this point of the committee. He has had the good fortune over the last 25 years to work for a number of transportation agencies regarding Accessibility of Transportation and Mass Transit. He was the co-author of the ADA Paratransit handbook, the first guidance of the Federal Transit Administration regarding implementation of the ADA. He worked for Rutgers University, National Transit Institute as a trainer, and provided training to all agencies around the country, including RIPTA personnel, regarding paratransit service and its relationship to fixed route service. He is here today because last month he presented a motion to the ATAC (hands a copy to the recording secretary, attached to these minutes). The proposed changes in the fare structure that will eliminate free rides for the elderly and disabled is probably permissible by the standards of the law. While it is true you can have an off-peak fare of half the standard fare, his concern is what the impact will be on the mobility of this group of people, elderly, disabled, very low income. In that context he points out that Title VI of the civil rights act requires that any change in fare or routes or otherwise be taken with specific reference to its impact on the mobility of these classes which are protected, as well as various minority groups. He is aware of a study done of the fare increases, but as far as he can determine and several inquires were made as to what would the actual impact be of changing the fare structure from zero to \$1 or \$.50 on the mobility of t of the disabled population. He uses the fixed route service a great deal and Ride when he has to. When he is on the bus he sees a lot of people getting to the grocery store, getting to various appointments, because of the basic failure of the Medicaid medical transportation, which is supposedly being provided by Logisticare. We are seeing a lot of people on the fixed route able to do that. The cost study did not consider this impact. He believes if it is reviewed by the Civil Rights office of FTA it may be rejected. That was the situation that is now developing with the MBTA. HE states that he had a chance to work as a special assistant with the general manager of MBTA from 1988 – 1991 before he became a consultant. He asks the board to specifically get information about what will it do to the mobility of these individuals. He realizes the need for fare recovery and other aspects, but asks that the question of these fare increases be considered in a broader context than raising fares, of how you provide transportation to people with disabilities in Rhode Island. His suggestion is that he RIPTA is providing far too much of this transportation using Ride which can run \$27 - \$50 a pop, and now he is discouraged with the imposition of fares to use fixed route service. When he was teaching at the National Transit Institute, they made the point that one way to encourage people not to use the more expensive paratransit system is to make fixed route service free. We encouraged that, and RIPTA was in fact, one of the models that we held up where that was done. He asks the board to do what it can to support the legislation to not seek greater fare recovery and to work instead about using the certification process for eligibility to be more rigorous and more corrective towards using paratransit supplement, rather than the alternative fixed route.

Mayor Avedisian welcomes Mr. Schloifre to speak. Mr. Schloifre is the Executive Director of New Urban Arts, one after-school program in Providence. He is here on behalf of a few different after-school programs, including Providence Student Union. He states that they are trying to figure out what the long term fate of RIPTIKS or an equivalent single ride option is. He states that these organizations rely heavily on this product in order to provide our students, particularly students from low income families, who depend on after school programs. To demonstrate the impact between 4 after school programs -- New Urban Arts, River's Edge in Woonsocket, the Providence Student Union and the Providence After School Lads -- in the past year those programs have given our about 14,000 RIPTIKS, which they've spent \$28,000 on. He states he knows that RIPTIKS have been temporarily been made available directly from RIPTA to non-profit organizations, and he is trying to figure out if that will continue to be the long-term solution, or if RIPTIKS or single ride option will be totally eliminated when the new fare boxes are introduced. He says he has heard it both ways; some have said it will remain a long-term option for non-profits, and some have said that they will be phased out entirely when the new fare boxes come.

Mayor Avedisian responds that he will ask Amy Pettine to speak with him to provide him an update on all of that.

Mayor Avedisian welcomes Mr. Rhodes again. Mr. Rhodes states he wants to give other people a chance to speak and he wanted to discuss the enhanced transit corridor in Providence. He states that at the Board meeting before the workshop meeting there was a discussion about the situation of the terminal building and the security issues that are a challenge at Kennedy Plaza and why it was like that and the hurdles that need to be put in place. Hopefully with the enhanced transit corridor, the terminal building will remain open past the 6-7 o'clock at night so that people that travel, especially during inclement weather, don't face the situation they do now and hopefully will be treated just like train and plane passengers.

Mayor Avedisian welcomes Tom Cute, President and Business Agent of the ATU. Mr. Cute talks about an item in the paper recently that there is going to be development of Transit Hubs, possibly in Olneyville with the Route 10 connector project and he wants to state that back in 2000, there was a Transit 2000 committee that was part of building the transit system for the needs of the citizens in that they would not have to continue to Kennedy Plaza, and that there would be Hubs to provide connectivity with different parts of the state. If you wanted to travel from North Providence and go to Pawtucket, you would not have to go to Providence. This is a direction that will be positive for the future of transit in Rhode Island and anything that can be done to move this project along as quickly as possible to get these Hubs under construction will be greatly appreciated by the riders that we service, the staff and the citizens of Rhode Island.

### **Agenda Item 3: CEO Update**

Mayor Avedisian invites Mr. Studley to present the CEO Report and an update on the Strategic Plan. Mr. Studley mentions that anytime the State Budget Office has new debt issued it asks all the agencies -- both quasi and state agencies to update their Operating Statement, and Karen DiLauro did that for us and it was presented to the Budget Office; it is updated figures on our FY15 operating statement. The second item is Strategic Plan workshop update on which there is information in the Board Packet. More on the workshop itself and final draft will be presented to the board in an effort to finalize everything by April 1 and then go out to our stakeholder meetings and bring it back before the Board and hopefully get everything finalized by the end of the fiscal year. Ms. Pettine has met with Statewide Planning as well with the long-range

transportation plan, and will put that together once we get the TIP process finalized and it will probably start in the fall of this year. From a budget standpoint expenses are still \$3 million under budget, so we are doing well with our expenses and continue to be fiscally responsible. In discussion of Agenda Item No. 9, the reduced fare bus pass and questions that came up, we have met with both the Governor's office and Mr. Salzillo, our attorney, has met with both the Providence Center and ORS under EOHHS. They are two of the biggest qualifying agencies for the reduced bus pass program. We spoke with the Providence Center, and they are willing to continue to sign off on the qualifications as we start to do this on April 1 to re-qualify on schedule for July 1. Mr. Pereira and the customer service staff have created longer hours to create as much access as we can to get folks qualified. ORS is willing to qualify anyone under their existing program and most of the other folks that are qualified, qualify through the Providence Center or directly through us.

Mr. Durkee inquires as to how long it takes to qualify.

Mr. Studley responds that it depends, and going back with different requirements, whether it will be an IRS statement or another income verification process, which we are going to finalize. Mr. Studley states it is pretty quick and an issue historically is the number of Medicaid cards people have. Medicaid cards do not have start date and finish dates, and many times customer service staff finds that the card is not up to date, or not active. Mr. Studley states that EOHHS has stated that those issues should be resolved and they are looking to go live on that on July 1. Verifying the Medicaid eligible has been a stumbling block for us.

#### **Agenda Item 4: Upgrade for Hastus**

Mayor Avedisian invites Ms. LeClerc to speak. Ms. LeClerc states that this request to the Board is for an upgrade to the Hastus system which does our fixed route scheduling and also to purchase additional modules to integrate the management of transportation for the drivers with the scheduling software. The vendor is Giro who has been our vendor for scheduling software for over 25 years. The purchase price is just under \$1.5 million with a contingency. The annual maintenance and license fees will go up because we will be getting a package that includes the next upgrade in it, so we will pay for the upgrade in 5 years we won't have to have a new expenditure at that time.

Mayor Avedisian inquires if 80% of the funding is from the federal government. Ms. LeClerc responds yes. Ms. LeClerc corrects that with the contingency it is \$1.8 million.

Mr. Durkee makes a motion to approve, Mr. Alviti seconds and it passes unanimously.

#### **Agenda Item 5: Annual Maintenance Agreement for One Solution**

Mayor Avedisian invites Ms. LeClerc to continue with the Annual Maintenance Agreement for One Solution. Ms. LeClerc states that One Solution is the software we are currently upgrading because it wasn't upgraded there was no warranty period for this. The annual maintenance fees will be 80% federally funded and this will cover update, patches and ongoing customer support. The cost is \$104,776.04.

Mayor Avedisian inquires if this used to be SunGard. Ms. LeClerc states that SunGard was bought by FIS, ONESolution is the product. Because it is considered an upgrade from the AS/400 production, there was no warranty period.

Mr. Durkee makes a motion to approve, Mr. Alviti seconds and it passes unanimously.

**Agenda Item 6: Microsoft Exchange & Office Upgrade**

Mayor Avedisian invites Ms. LeClerc to continue with Microsoft Office Upgrade. Ms. LeClerc states that we are upgrading the Exchange servers and Microsoft Office, we are doing it a bit sooner than we had intended because we wanted to roll out email to all of our employees and to do that we need to upgrade the equipment we have as well as the software. The cost for Microsoft Office is just under \$82,000 and the cost for the Exchange server upgrades, including licenses, hardware and installation is \$131,040. This includes replication for disaster recovery. It will be 80% federally funded.

Mr. Studley states that he had asked for this process to be moved up because it will be much easier to contact drivers during the choose up period; if there is a complaint a group of drivers can be emailed collectively, etc. It was noted that the drivers will not be accessing email while driving.

Mr. Durkee makes a motion to approve, Ms. Holland McDuff seconds and it passes unanimously.

**Agenda Item 7: Xerox Maintenance Agreement**

Mayor Avedisian invites Ms. LeClerc to continue with the Xerox Maintenance Contract. Ms. LeClerc states this is a request to enter into a 3 year contract with Xerox for an on-site maintenance contractor. The 3 year total is \$375,000. This will be paid with 80% grant funds and it is money that is left over from the original contract award.

Mr. Studley states that this contract closes everything out and Mayor Avedisian states it is very good to hear.

Ms. LeClerc states that during those 3 years they will also be training our staff to make sure we are in position to take over.

Mr. Durkee inquires whether the last 5% was obtained and Mr. Studley states yes and that this is a training program where they help our staff and then eventually take it over.

Mr. Alviti inquires what the problem is that was resolved. Mayor Avedisian states this was an ongoing contract from 8 years ago and that as soon as it was awarded it was slow to start, and resulted in having Mr. Studley, Mr. Tierney and Ms. LeClerc have Xerox come in and state to them that we would not pay another dime until the project was completed. It has only been in the last year and half that they really have performed. Discussion was had about Xerox dropping the scope to 95% and their claim of agreements made with former staff but that it had never been presented to the board for a vote and no approval was made for change in scope so they were held to what was originally negotiated and voted on by the Board.

Mayor Avedisian states that the current request is for maintenance for the whole system. Because of the technical and software side of it, they will come in and part of it is for them to provide that annual maintenance to us and also train our existing staff, it is more IT systems, so that there will be staff qualified to start repairing it in year 4. The new busses will come installed with this so they do not need to be retrofitted. Some of the issues were trying to get correct pronunciations of words such as Woonasquatucket and to get them to be more cognoscente of the phonetic pronunciations of the stops.

Mr. Durkee makes a motion to approve, Ms. Holland McDuff seconds and it passes unanimously.

**Agenda Item 8: Security for Newport Facility**

Mayor Avedisian welcomes Mr. Pereira to speak next. Mr. Pereira states that right now, at the Newport Facility, there is no security measures in place except for analog cameras, which are very old and are failing. With 80% Security money and the other 20% RICAP money, Mr. Pereira states that there is a gate there now that is to put it into use as well as an intercom system for visitors coming to the location and more importantly access control points in and around the building, as well as digital cameras. The company that would be doing this work is Signet. We are very happy with the work they have done at this building and across the street as well as at Kennedy Plaza. Mr. Pereira asks the board approve \$169,034 for this project.

Mr. Durkee asks about the upgrades at the Gateway center, discussion is had that this request is for the Newport Facility on Coddington Highway and not the Gateway Center. Mr. Studley, however, states the Gateway Center is coming along nicely, and that a construction manger has been hired, who also helped with Kennedy Plaza. A discussion is had about the project generally.

Ms. Holland McDuff makes a motion to approve, Mr. Durkee seconds and it passes unanimously.

**Agenda Item 9: Reduced Fare Pass Program Requalification**

Mayor Avedisian welcomes Ms. Pettine to speak next. Ms. Pettine states that she left off at the December Board meeting where a proposal for minor changes to the qualification process was discussed and was in the prior document shared with the Board. None of the fare changes as the Board approved in December will take effect until July 1, but we want to start re-qualifying people and wanted to inform the board of that. We are replacing the entire database for the system so IT has been working on that with our vendor who issues the badges and it will help streamline the re-qualification process. We have been meeting regularly with EOHHS and DEA and the Governor's office and other stakeholders to review the best way to communicate these changes and to mitigate the impact in terms of how we go about the requalification.

Mayor Avedisian states there has been discussion of the difficulty of this process and that he does not believe it is the transit authorities job to re-qualify people and that is why these other partners are so important. The transit authority does not have enough staff and they are not well-versed in the different programs that social service agencies have, so having the Providence Center as a partner is really good. A discussion is had about the need for the social services agencies in this role, and addressing functional assessment systems, use of paratransit vs. fixed route, how the process is accomplished in other states, third party agency assessments, and the need to properly vet the paperwork.

Ms. Bomba inquires whether passengers are given a choice as to using the fixed route or the paratransit. Ms. Pettine responds that passengers are encouraged to consider the fixed route system first; it is less expensive for them and for RIPTA as well, for the ADA application process and to qualify and avail themselves of the paratransit services is a \$4 base fare as opposed to the \$2 base fare.

Ms. Pettine continues and states it has been helpful to unpack the documents and that the long term solution is to use the resources of the health and human services experts in the state and have that be the front door to this program in a way that you would come in seeking other subsidies and maybe a letter that would be generated and if we get the letter then we issue the card. We will maintain issuing of the badges and who is currently in the program. In the near

term, we want to re-qualify everyone in the near future and have made improvements based on the feedback from the peer agencies that will make the program more accessible.

Mayor Avedisian inquires whether RIPTA will be able to identify where a badge is being used. Ms. Pettine states yes, not down to a bus stop, but on a bus route. Currently, we track the serial numbers and we provide the school department with the passes and we track some of that data now in broad strokes, so that they can in general manage trends and if they see a problem we can hone in as long as they are tracking who they give those passes to. Hopefully where we are moving with the school department for next year is to move a photo ID. At the end of the day we will have better controls of passes.

Mayor Avedisian inquires about the UPass at the universities and whether they have pictures on them yet. Ms. Pettine responds yes that all university students travel with a student ID and most are the same they use on campus if the technology because the matches up. The only exception is Roger Williams where we provide the Smart Card for their printers because they limit their distribution to a certain set of students. It is something we can do with the Providence Schools too, or state employees or any other large bulk purchaser who wants to partner with us.

Ms. Holland McDuff asks what the communication plan is to let all the riders know they have to go through this process again. Ms. Pettine responds that customer service is very involved and there will be press releases to make people aware of how and when, we have purchased additional printers so we can process applications here at Elmwood Avenue in addition to Kennedy Plaza, extending hours, and weekends. We have a set way that we communicate with our riders today, so thankfully these are our riders so they know those traditional communication channels – digital boards on busses, signage in Kennedy Plaza, social media and we have also partnered with senior centers and we are already doing a traveling road show and we will make that programming more extensive, so people don't feel they have to come to us we will go to them. There was discussion that passengers can also walk into Providence Center and ORS to obtain their disability qualification, but they will still need to come to RIPTA to get the badge.

#### **Agenda Item 10: Summer & Fall Service Changes**

Mayor Avedisian welcomes Ms. Pettine to continue with Summer and Fall Changes. Ms. Pettine states this is information for the Board regarding the change in service which is done 3 times a year during the picks, late summer, January and June. And we use those changes as opportunity to make minor adjustments to the system, as we are always tweaking and improving things. When those changes elevate to a major service change that requires a public hearing process and the Board's approval to move forward. We have done a couple over the years, but not since the COA have we done changes to the extent that we hope to do for this fall; these changes are not to the extent of the COA but large enough that we wanted to give the Board ample notice of what was coming. We will look to go before you for approval in May and within the next couple of weeks the public will start to see notices for public hearing. At the April Board meeting will provide further details of what changes we are looking at. On the Flex side there is a meeting in Newport with Representative Ruggiero on April 11, which is a culmination of the past year's meetings with social service providers in Newport about making some tweaks to our Flex services to provide better access for the communities in Newport and Middletown. That is not a major change, but wanted the Board to be aware that community meeting was happening. On the Fixed route side, the changes we are looking to do will take effect late summer for our Fall 2016 change. A lot of the changes are being driven by the URI/RIC joint nursing school opening in the Jewelry District area. It is a ripple effect and one of the big changes we are looking to make is to re-route our 92 service to not go through the bus tunnel, which is the route that terminates at Rhode Island College and we intend to re-route it to go directly to NEC and over the Point Street Bridge and up Wickenden which created an opportunity in our tunnel

routing, and we also have been talking with East Providence about making some changes there and decided to just unpack the whole East Providence network of routes and in doing that we have received feedback from the community about ways to improve it; Lifespan is opening a new facility on Wampanoag trail and there is a desire to get over the line into Seekonk and provide access to the jobs and shopping destinations there, which is something we are looking into doing. We are also taking this as an opportunity to vet with the public one last major change from the COA that we never did which was the combination of Routes 50 and 52, which will extend out to Bryant University. We are localizing the public hearings that take place in these communities; there will be public hearings in East Providence, the East Side and the Branch Ave area, which will all take place in April. Related to that we are working with the NEC and close to a partnership with URI and RIC to add more service to the 66 line to go roughly to the front door of NEC. And related to that this all impacts Kennedy Plaza so we may have to reassign some berths for the rest of our system. We have been in discussions with Director Alviti's staff about creating some supplemental service for the train and is something that may or may not take effect until the fall, but we've got it in the mix that would be a benefit to our riders as well. This is all in broad strokes and we can provide a power point next month.

Mr. Durkee inquires about the nursing center and running more busses past the new nursing center. Ms. Pettine responds that the nursing center is slated to open in January 2017 but we find, particularly with schools, we like to make changes in the fall so the students can get used to it and there are already many students from URI using our 66. But we want to re-route that service to come off the highway, hit the NEC and then go to downtown and same on the outbound. We are partnering with URI to help fund those additional trip and we hope to get that MOU signed soon to help all the pieces fall into place. It is an all around good thing because they are not public hearings about service cuts, but really service adjustments. The 50/52 routes will have the biggest impact to existing riders with respect to some bus stops being removed with the re-routing, but we have a plan for that of re-routing some other service in the areas. Discussion will be about getting good public input as we go about serving the communities.

Mr. Durkee inquires about the tunnel issues and rerouting and are the busses now traveling over the Red Bridge. Ms. Pettine explains that the 92 is one of the bigger frequent routes going through the tunnel and in taking it out, we were trying to determine the best way to improve the connectivity and keep that tunnel frequency. We are creating somewhat of what we did on the west side in the COA with transit emphasis corridor through Wayland Square. A couple of the East Providence routes take 195 now and we are going to channel it all through the East Side. Working with RIDOT sets us up to have Wampanoag Plaza as a hub and the East Providence area, through the East Side and into downtown Providence.

Mayor Avedisian inquires about whether there has been progress with CCRI as to a hub at that location. Ms. Pettine responds no and Mr. Studley states they are working with personnel regarding that.

Ms. Holland McDuff inquires as to what the meeting in Newport is, and Ms. Pettine states it pertains to the flex zone. Ms. Pettine will follow up with a copy of the notice to Ms. Holland McDuff.

Mayor Avedisian asks about the pilot program in Bradford and Richmond. Ms. Pettine responds she does not have exact numbers but it is definitely low, but it only runs 1 day a week for a set number of hours. The community has been very supportive with the impact of having that safety net there has been vital to them.

**Agenda Item 11: Enhanced Transit Corridor in Downtown Providence**



Mayor Avedisian welcomes Ms. Pettine to continue with the changes in Providence regarding the Enhanced Transit Corridor. Ms. Pettine states there was a press event two weeks ago, and that a copy of the Map of the reworked corridor was attached to the press release. To recap this is the outcome of a multi-year process they are been working on going back to the core connector, which was looking at a street car project for downtown Providence. In 2014 the City of Providence applied for \$26 million in TIGER funds to match \$110 million capital project to bring a street car. Subsequently the FTA awarded the city half of that amount, so they received a \$13 million TIGER grant, but the local match was not there, they were unable to come up with the required funds so, FTA, the City, RIDOT, and RIPTA worked to develop an alternative. The press event from the city was announcing FTA's approval of that modified proposal. The key features of the project build on the current system so the service plans connects to our vision for going to a multi-hub system in downtown supporting that. By using existing bus routes and re-routing them we are improving the frequency along this corridor and the stations will basically have the same levels of amenities that was proposed during the streetcar – real-time information, really nice shelters, Wi-Fi, and the city is looking into incorporating new bike share stations. RIPTA has agreed to be the fiscal agent and manage the project, which is \$17 million, \$13 million in TIGER and \$4 million in local match. The funds must be obligated by this summer so RIPTA will be before the state planning council for a TIP amendment. This will be back before the Board as we go out to bid for the various components seeking the board's approval of those contracts.

Mr. Durkee inquires if the new busses will be branded and Mayor Avedisian responds they will. Discussion is had that some of those busses will continue on these lines. Ms. Pettine responds that six bus routes, which is about 32 busses and we'll have to figure that out a way as the busses continue on to have the branding within the corridor and we are researching ways to do that. The project includes the purchase of six vehicles to help us because of the increased frequency. Not a stand-alone service but to maximize our operational efficiency and reflect the statewide ridership base, but do it in a way where it looks and feels a little different when you are in the downtown area. It will be an innovative project and maximize resources for optimal benefit for the downtown area.

Mayor Avedisian shares his thanks for taking the project and money that might have gone back to the federal government and being able to keep it here.

**Agenda Item 12:      Adjournment**

Mr. Durkee makes a motion to adjourn the meeting. Director Alviti seconds the motion and it passes unanimously.

Respectfully submitted,

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Victoria Catalano  
Recording Secretary