



ANNUAL MEETING
BOARD OF DIRECTORS
GREATER HARTFORD TRANSIT DISTRICT
Hartford Connecticut
May 21, 2020

Stephen F. Mitchell Chairman
Presiding.....

At 7:05 p.m., a quorum determined to be present; Mr. Mitchell called the Annual Meeting of the Board of Directors of the Greater Hartford Transit District (the "District") to order remotely by way of a "Go-To-Meeting. Mr. Mitchell joined District staff in the Conference Room at One Union Place, Hartford, Connecticut. Those included; Vicki L. Shotland, Executive Director, Nhan Vo-Le, Director of Fiscal & Administrative Services, DJ Gonzalez, Operations Administrator, and Mary Deppe, Manager of Grants and Planning. (The numbers represented in the parenthesis in the following paragraph equate to the weighted vote for each Director in attendance remotely.)

The following Directors were present: Joan Gamble (1.84), Bloomfield; Marilyn Pet (2.30), East Hartford; Gilbert Hayes (1.00), East Windsor; Stephen F. Mitchell (2.00) and Kevin J. Mooney (2.00), Enfield; Laurel Grow, (1.14) Farmington; Mark Lockwood (1.01), Granby; Frank Lord (2.79), Jennifer Cassidy (2.79), and Kevin R. McKernan (2.79), Hartford; James R. McCavanagh (2.61), Manchester; Michael Camillo (1.37) Newington; Ferguson R. Jansen, Jr. (2.11), Simsbury; Gary Pitcock (1.15), South Windsor; Mary A. Oliver (1.31), Vernon; David Giordano (2.83) and John W. Lyons (2.83), West Hartford; Brendan T. Flynn (1.19), Wethersfield; Ricardo Quintero (1.30), Windsor.

The Chairman asked if there was any member of the public who wished to address the Board. There were none. Mr. Mitchell gave the members of the Board an opportunity to review the March 5, 2020 Minutes. Mr. Flynn then moved adoption of the March 5, 2020 meeting Minutes, which was seconded without modification by Ms. Gamble with a vote of 34.25 yea, 0.00 nay and 0.00 abstention.

Mr. Mitchell next requested the Nominating Committee report be presented. The Committee Chair, Mr. McCavanagh, reported the proposed slate of Officers as follows:

Chairman	Stephen F. Mitchell
Vice Chairman	Brendan T. Flynn
Secretary	James R. McCavanagh

Asst. Secretary	David Raney
Treasurer	Kevin McKernan
Asst. Treasurer	Mary A. Oliver

Mr. Mitchell pointed out that under the By-Laws there must be two separate votes taken at the meeting; one for the express slate of officers and the other for the regular slate of officers. The Nominating Committee in its report expressly recommended that the Chairman, Secretary, and Assistant Secretary be nominated for an additional term. He stated that an express nomination requires a 2/3 majority vote by the Directors. He also reported that the District office had not received any nominations for any Office from any Director as permitted by the By-Laws, the fact of which effectively closes any further nominations.

Mr. Flynn then moved the election of the entire express slate as proposed by the Nominating Committee. Mr. Quintero seconded the motion which was approved unanimously 34.25 yea, 0.00 nay, and 0.00 abstention. The Nominating Committee in its report then recommended that the Vice Chairman, Treasurer, and Assistant Secretary be nominated for an additional term. Mr. Giordano then moved the election of the entire regular slate as proposed by the Nominating Committee. Mr. Lockwood seconded the motion which was approved unanimously 34.25 yea, 0.00 nay, and 0.00 abstention.

Mr. Mitchell asked that District staff present a summary of the Public Transportation Safety Plan (PTASP). Ms. Deppe provided a short overview in which she stated that On July 19, 2018, Federal Transit Administration published the Public Transportation Agency Safety Plan Final Rule, which requires certain operators of public transportation systems that receive federal funds under FTA's Urbanized Area Formula Grants to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS). Some key parts of SMS include; defined safety roles and responsibilities, strong executive safety leadership, formal safety accountabilities and communication, effective policies and procedures; and active employee involvement. The plan must include safety performance targets. Transit operators must certify they have a safety plan in place meeting the requirements of the rule by July 20, 2020. The PTASP must be updated and certified by the transit agency annually. It is necessary for the Directors to vote on adoption of the PTASP under the federal requirements. At this point Mr. Mitchell asked for a motion to adopt the District's PTASP. Mr. Quintero moved to adopt, which was seconded by Ms. Oliver and was unanimously approved by a vote of 34.25yea, 0.00 nay, and 0.00 abstention. Mr. Quintero inquired if there is a committee that reviews the PTASAP information with Mr. Gonzalez. Ms. Deppe explained that the District staff and the 3rd Party Contractor (First Transit) meet weekly to discuss safety (among other things.) She stated that the PTASP also defines roles for the District staff and the 3rd Party Contractor within the plan.

The Chairman next asked for presentation of the current financial report. Ms. Shotland stated that there would be none tonight as there was going to be the annual budget presentation and the regular financial report would be presented at the June 25th Regular Meeting.

At 7:25 p.m., Mr. Mitchell called to order the Public Hearing regarding the Presentation of and public hearing on the District's itemized revenue and expenditure estimates for the Fiscal Year 2021. Ms. Vo-Le provided a comprehensive overview of the FY2021 budgetary projections by program and fund. The District's budget consists of three funds: Special Revenue, General, and Enterprise. The Special Revenue Fund's major funding sources are CTDOT grants (87%) and FTA grants (11%). This fund consists of an operating program, an administrative program, and one capital program. Each of these programs has its own budget. The Special Revenue Fund total budgeted revenues are nearly \$29.0 million (FY21) and \$26.6 million (FY20). The \$29.0 million (FY21) is anticipated to cover for costs related to transportation projects (\$26.4 million), program administration (\$1.7 million), and professional services (\$787,385). The ADA Paratransit is a major operating program that has a budget of \$19.9 million (FY21) and \$17.8 million (FY20). The budgets for the Administrative Program, totaling \$5.6 million (FY21) / \$4.6 million (FY20), are as follows: Dial-A-Ride: \$359,590 for each of FY21 & FY20; New Freedom: \$876,170 (FY21) / \$43,000 (FY20); Drug and Alcohol Testing Consortium: \$489,110 (FY21) / \$451,012 (FY20); Transit District Insurance Consortium: \$3.9 million (FY21) / \$3.7 million (FY20). FY21 budget includes several capital improvements totaling \$3.4 million in comparison to \$4.2 million (FY20). The budgets of the Capital Program are presented as follows: ADA Facility \$815,000 (FY21) / \$405,000 (FY20); Vehicle Procurement \$2.32 million (FY21) / \$2.29 million (FY20); Enfield Intermodal Center \$10,900 (FY21) / \$115,750 (FY20); Administrative Capital and Support Equipment \$80,475 (FY21) / \$970,650 (FY20); Regional Bus Shelters \$151,360 (FY21) / \$276,700 (FY20); and New Britain Livability \$43,200 (FY21) vs. \$101,800 (FY20). The General Fund is the District's primary operating fund. Its funding sources consist of member town contributions, interest income, and sale of disposed vehicles. Revenue generated from the sale of vehicle disposal is restricted. The General Fund is budgeted at \$242,925 (FY21) / \$230,425 (FY20) in revenues and \$56,800 (FY21) / \$52,250 (FY20) in expenses, yielding \$186,125 (FY21) / \$178,175 (FY20) in excess of revenues over expenses. The District's Enterprise Fund is made up by: Spruce Street Parking Lot and Union Station Public & Private Operations. Major funding sources consist of rental income, parking revenues, and Federal & State grants for capital improvements. The Spruce Street Parking Lot is budgeted for \$362,300 (FY21) / \$379,300 (FY20) in revenues and \$121,100 (FY21) / \$109,600 (FY20) in expenses, yielding \$241,200 (FY21) / \$269,700 (FY20) in excess of revenues over expenses. Union Station Public Operation is budgeted at \$1,586,420 (FY21) / \$744,810 (FY20) in revenues and \$1,447,180 (FY21) / \$623,356 (FY20) in expenses, yielding \$139,240 (FY21) / \$121,454 (FY20) in excess of revenues over expenses. The Union Station Private Operation is budgeted at \$2,189,415 (FY21) / \$1,227,630 (FY20) in revenues, \$2,324,955 (FY21) / \$1,358,495 (FY20) in expenses, and anticipated to have a shortfall of -\$135,540 (FY21) vs. -\$130,865 (FY20). Both Public and Private Operations are budgeted at a net of \$3,700 (FY21) in excess of revenues over expenses vs. -\$9,411 shortfall (FY20). In summary, the Enterprise Fund is anticipated to yield \$244,900 (FY21) / \$260,289 (FY20) in excess of revenues over expenses. Overall, total fiscal years 2021 and 2020 budgets for the District are: \$33.3 million and \$29.1 million in revenues, \$32.9 million and \$28.7 million in expenses, yielding \$431,025 and \$438,464 in excess of revenues over expenses; respectively. This excess is contributed by the General Fund and the Enterprise Fund.

Mr. Mitchell asked if there were any comments or questions from the public. There were none. At 7:57 p.m., Mr. Mitchell closed the Public Hearing and reconvened the Annual Meeting. Mr. Mitchell then asked for Consideration of adoption of a motion approving and authorizing the publication of a report of the District's: (1) Fiscal Year 2020 itemized revenues and expenditures, (2) Fiscal Year 2021 itemized revenue and expenditure estimates, and (3) excess of revenues over/under expenditures as of the close of 2020. The Chairman then asked if there were any members of the Board wishing to make comment. Ms. Pet thanked Ms. Vo-Le for all of her hard work and planning that goes into the budget report. Mr. Lyons also thanked Ms. Vo-Le for the detailed report. He inquired about page 5 revenues and asked if we are comfortable that those numbers are safe given the situation with COVID19. Ms. Shotland explained that the staff performed a detailed analysis prior to finalizing the budget. She stated that the CARES Act funding requested will cover most losses of revenue and will offset the additional expenses incurred by the District due to COVID19. After no further discussion, the Board approved the motion made by Mr. Flynn and seconded by Ms. Oliver. The motion passed unanimously by a vote of 36.36 yea, 0.00 nay and 0.00 abstention.

Next on the agenda Mr. Mitchell asked for consideration of Resolution No GHTD-21-FTA-1 Authorizing Filing and Acceptance of Federal Grants. Upon motion made by Ms. Oliver and seconded by Mr. Quintero the motion passed unanimously by a vote of 36.36 yea, 0.00 nay, and 0.00 abstention. The Chairman then asked for consideration of Resolution No. GHTD-21-STATE-1, Authorizing Filing and Acceptance of State Grants. Upon motion made by Ms. Oliver and seconded by Mr. McCavanagh, the motion passed unanimously by a vote of 36.36 yea, 0.00 nay, and 0.00 abstention.

Ms. Oliver next made motion to re-engage the firm of Day Pitney, LLP as the District's Legal Counsel for the Fiscal Year ending June 30, 2021, which was seconded by Mr. Pitcock. The motion was approved by a vote of 36.36 yea, 0.00 nay and 0.00 abstention. Upon motion by Ms. Oliver and seconded by Ms. Gamble, the Board voted unanimously to re-engage the firm of DISA Global Solutions, Inc. (formerly Occupational Drug Testing) as the District's Third Party Administrator for the Drug and Alcohol Testing Program for the Fiscal Year ending June 30, 2020 by a vote of 36.36 yea, 0.00 nay and 0.00 abstention. Mr. Quintero next made motion to re-engage the firm of The Lexington Group as the District's Employee Assistance Program Service Provider for the Drug and Alcohol Testing Program for the Fiscal Year ending June 30, 2021, which was seconded by Mr. Flynn and approved by a vote of 36.36 yea, 0.00 nay and 0.00 abstention.

Mr. Mitchell then called for Program Presentations. Mr. Mitchell then asked Mr. Gonzalez for the ADA presentation at which time he stated: Ridership has dropped an average of 85% daily. Anticipating a small, but incremental rise as more non-essential offices and business open up. Modifications to service include; one passenger per vehicle, driver PPE equipment, continuous disinfection of the buses and facility, retrofitting barriers for the drivers, and no current fare collection. In the process of deploying the Trapeze "EZ WALLET" software package which is an electronic payment system for passengers. First

Transit hired a new General Manager to oversee the ADA Paratransit service. Awaiting the delivery of (35) new replacement vehicles which have been delayed due to COVID19. Mr. Hayes asked if since there is a one person limit on the vehicles, can someone have a family member or assistant if they need one. Mr. Gonzalez responded that there are exceptions for situations like that. Mr. Mitchell asked for an update on the fuel tank conversion. Mr. Gonzalez responded that the consultant is still working on the design plans and the District will go out to bid once they have been finalized.

Mr. Mitchell asked Mr. Gonzalez to continue with his Operations Report. He provided a Corona Virus update. Union Station measures that had been phased in include; closing specific areas of the Station, maximum waiting times if not travelling, complete sanitization of Union Station nightly, and touch spot disinfection throughout the day. Currently working on planning stages of reopening Union Station. Peter Pan Bus Lines has been closed since mid-April. Rail service has been on a weekend schedule, but will increase train service on June 1st.

Mr. Mitchell then asked Ms. Deppe to continue with the presentation of her department's report, and she stated the following. She stated that; the District's contractor will install (3) bus shelters in Hartford this spring at Market/Talcott Streets, Asylum Ave. (at Asylum Place) and Farmington Ave. (at Sigourney Street). She noted that the District has continued to work with Image Works on the new website. We expect to "Go Live" in June. In regard to procurement, the District currently has two major solicitations out to bid. One is for the RFP for Paratransit Vehicles and the other RFP is for ADA Paratransit Operations.

The District was one of only twenty-five recipients to be awarded a grant through the FTA's Integrated Mobility Innovation (IMI) Program. The District will receive \$630,000 and in conjunction with our partner Metro Taxi (M7), a 24/7 transportation option will be deployed for older adults and people with disabilities to fill gaps in service in the Greater Hartford region. The use of "smart technology" routing will improve response times and the traveler experience.

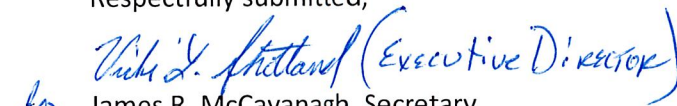
Ms. Shotland started her presentation by providing recognition to the staff for an outstanding job during these unprecedented times. Ms. Shotland then went on to present her administrative report by noting that the District will be receiving \$5.1 million dollars in new 5307 formula funding for 2020. Additionally, there will be an initial \$2 million in CARES Act funding, \$260,000 for 5310 New Freedom funding, and \$630,000 for the Integrated Mobility Innovation Program. She next provided a property acquisition update and mentioned that she has submitted two letters of intent for the separate properties. She also discussed that the digital display proposed for the Spruce Street Parking Lot will not move forward. Given that a variance does not appear viable to allow advertising of off-site businesses other than Union Station tenants, it would be necessary to seek an amendment of the zoning regulations to allow such broader use of the sign. It would be difficult to obtain such an amendment to the regulations, in part because this would open up many properties to offsite advertising and billboards. The assumption is that an amendment to the regulation is

unlikely and that the sign could only be allowed to advertise the parking lot and the tenants inside Union Station. You cannot assume that the tenants would even advertise and even if they all did, the revenue would be minimal. Finally, she spoke about the rent concession provided to some of the tenants upon their request. Some were given abatement, others deferment, and other requiring both an abatement and a deferment. All had their leases amended appropriately. Mr. Quintero inquired as to where the temporary restrooms will be located. Ms. Shotland stated that they will be in the vicinity of specific bus bays.

Mr. Mitchell then called upon Ms. Cassidy to provide the CRCOG Transportation Committee report. She provided the committee report from both the April 20, 2020 and the May 18, 2020 meeting. In regard to the April meeting she noted that a bonding package was approved which included funding for Hartford Line rail cars and the Windsor Locks rail station. She said that local bus operations have been adjusted to include rear-boarding, driver protective shields, and the use of face masks by drivers and passengers. Express bus and rail services are operating on reduced schedules in response to lower ridership levels. She noted that both CTDOT and the GHTD were awarded Integrated Mobility Innovation (IMI) Program Grants. In summarizing the May meeting she said that CRCOG does semi-annual counts at commuter parking lots. The counts are usually over 2,000 cars per day in the region. This past April they were just over 300 cars per day (a decrease of approximately 85% due to COVID19.) She also mentioned that CRCOG recently completed a draft of a regional complete streets plan and policy, which is available on their website for public review and comment.

Mr. Mitchell asked if there was any new business for discussion. Mr. Hayes and Mr. Flynn were very appreciative for the help that the staff provided in assisting some Directors with preparing for the "Go To Meeting. Ms. Oliver also provided a good news update on her health status. The Board members wished her well. Mr. Mitchell then went on to remind the Directors the next regular meeting (and last one before the summer) will be held on Thursday June 25, 2020. He stated that a decision will be forthcoming in regard to the meeting being held remotely once again. There being no further business brought before the Board, Mr. Mooney moved that the meeting be adjourned. Upon seconding by Mr. Quintero, the motion passed unanimously by a vote of 36.36 yea, 0.00 nay, and 0.00 abstention. The Annual Meeting was adjourned at 8:45 p.m.

Respectfully submitted,


for James R. McCavanagh, Secretary