



BOARD OF DIRECTORS
REGULAR MEETING
GREATER HARTFORD TRANSIT DISTRICT
Hartford Connecticut
June 25, 2020

Brendan T. Flynn, Vice Chairman
Presiding.....

At 7:05 p.m., a quorum determined to be present; Mr. Flynn called the Regular Meeting of the Board of Directors of the Greater Hartford Transit District (the "District") to order remotely by way of a "Go-To-Meeting". The following Directors were present: Marilyn Pet (2.30), East Hartford; Gilbert Hayes (1.00), East Windsor; Kevin Mooney (2.00), Enfield; Laurel Grow (1.14), Farmington; Frank Lord (2.79) and Jennifer Cassidy (2.79), Hartford; James McCavanagh (2.61), Manchester; Ferguson R. Jansen, Jr. (2.11), Simsbury; Gary Pitcock (1.15), South Windsor; Mary A. Oliver (1.31), Vernon; Brendan T. Flynn (1.19) and Peter Gardow (1.19), Wethersfield; Ricardo Quintero (1.30) and David Raney (1.30); Windsor. District staff present were Vicki L. Shotland, Executive Director, Nhan Vo-Le, Director of Fiscal & Administrative Services, DJ Gonzalez, Operations Administrator and Mary Deppe, Manager of Grants & Planning. (*The numbers represented in the parenthesis of this paragraph equate to the weighted vote for each Director in attendance.*)

The Vice Chairman asked if there was any member of the public who wished to address the Board. There were none. Mr. Flynn then gave the Directors a moment to look at the draft Minutes of the Annual Meeting. Mr. Pitcock then moved adoption of the May 21, 2020 Annual Meeting Minutes, which was seconded by Mr. Mooney and approved unanimously by a vote of 24.18 yea, 0.00 nay and 0.00 abstention.

The Vice Chairman next asked for presentation of the financial report. Ms. Vo-Le stated the following: A summary of the District's budgets and actual results as of April 30, 2020 were as follows: The Special Revenue Fund has accumulated approximately a total of \$20.0 million in actual revenues, which is 10.6% or \$2.1 million lower than its budget. This occurred primarily due to a significant reduction in ridership within the ADA Program because of COVID-19 and lower claim settlements accounted in the Insurance Consortium than anticipated. Of the \$20.0 million revenues, nearly \$18.0 million and \$2.0 million are funded by CTDOT and FTA; respectively. For expenditures, the District has expended a total of \$20.0 million as follows: professional services: \$731,000, program administration: \$1.3 million, and transportation projects: \$17.9 million. The General Fund's excess of revenues over expenses is slightly over the budget by \$5,653 primarily as a result of higher STIF interest earned and lower program administration; partially offset by the impact of a write-off related to FY2020 unpaid member town

dues. Spruce Street Parking Lot has yielded a favorable variance of 5.5% or \$12,265 in excess of revenues over expenses. This reflects higher daily parking revenues through mid-March of 2020 and a reimburse of losses in parking fee revenues through the end of April, which is funded under the Federal Cares Act Grant; partially offset by unanticipated capital costs and higher program administration. As a result of higher federal and state grant revenues plus lower utilities and professional services than budgeted, Union Station has also shown a favorable result of \$15,058 in excess of revenues over expenses. Overall; while the District had anticipated approximately a \$338,000 in excess of revenues over expenses, it has generated a higher excess amount by \$33,000 or 9.8%, which is attributed by the following- General Fund: \$127,000; Spruce Street Parking Lot: \$237,000; and Union Station Transportation Center: \$7,000.

Mr. Flynn then asked for acceptance of the financial report as presented. Ms. Oliver made a motion for acceptance of the financial report which was seconded by Mr. Quintero. The motion was passed unanimously 24.18 yea, 0.00 nay and 0.00 abstention.

The Vice Chairman next asked for consideration of approval of Fiscal Year 2021 Budget. Upon motion made by Ms. Oliver and seconded by Mr. McCavanagh, the Board voted unanimously to approve the Fiscal Year 2021 Budget with a vote of 24.18 yea 0.00 nay and 0.00 abstention.

The Vice Chairman next called for Committee/Staff Reports.

Mr. Flynn requested that Mr. Gonzalez give an ADA Paratransit update. He stated the following:

- Ridership is steadily increasing from an average of 300 passengers to over 550 daily riders. (Still well short of the almost 2000 we carried daily before COVID-19).
- Recommending the use of face coverings and have been given authorization by CTDOT to offer face masks to passengers not wearing them.
- Have been keeping up with the need to provide enough PPE for the operations staff which includes; hand sanitizers, masks, face shields, overalls for the cleaners and mechanics, etc...
- The installation of driver barriers on vehicles are approximately 50% complete.
- Currently investigating the installation of "sneeze barriers" which would be installed on the back of specifically designated passenger seats.
- The MDT 4G wireless upgrades for the entire fleet should be completed shortly.
- Fares are still free to all passengers until CTDOT determines otherwise
- (35) new ADA paratransit buses are still on target to be delivered in late August to early September.

Mr. Quintero inquired if any passengers have refused face masks. Mr. Gonzalez explained that no passengers have refused them at this time. Mr. Hayes asked for more information about the sneeze barriers. Mr. Gonzalez explained the anticipated locations of the barriers and how they perform.

Mr. Flynn then asked Mr. Gonzalez to continue with the Operations Report.

- On a daily, but frequent basis the cleaning crew continues to disinfect all high touch areas such as handles, bathrooms, elevators, etc. Detailed cleaning takes place after the station is closed.
- Signs have been installed all around Union Station advising passengers about social distancing, blocking seats, and arrows pointing to proper entering and exiting.
- The construction work at the old restaurant continues to move ahead, however there is a glitch regarding the kitchen hoods, and permitting.
- Peter Pan buses have returned with limited service, and CTrail has added a few more trains daily, but they are not running at peak yet. Greyhound has never stopped providing service and Subway has remained open. Dunkin Donuts will be returning shortly also.

Mr. Quintero commented that he was impressed with how clean the bathrooms were on his last visit to Union Station. Mr. Raney inquired if passengers are being interviewed and getting temperature checks before rides. Mr. Gonzalez explained that First Transit follows a script which is a verbal questionnaire to the caller when making a reservation so that they try to single out possible COVID-19 carriers or those who may exhibit signs of illness. The system will not carry passengers that have tested positive or are showing symptoms. However, these passengers are referred to M7 (Metro Taxi) and are provided with the New Freedom program information so they can get a ride to testing centers, hospitals, or doctor appointments.

Mr. Flynn asked Ms. Deppe to present her department's report. She stated that the District went live with its new website on June 15th (www.hartfordtransit.org). She also noted that the District's contractor installed (2) bus shelters in Hartford in June at Market/Talcott Streets, and Farmington Ave. (at Sigourney Street). A shelter on Asylum Ave. (at Asylum Place) will be installed by the end of June. She next explained that the District currently has four major solicitations out to bid which include; an RFP for Paratransit Vehicles, RFP for ADA Paratransit Operations, IFB for the Public Restroom Expansion and Renovations at Union Station, and an RFP for Cameras for Paratransit Vehicles. She mentioned that the staff is working with M7 to roll out its pilot program for FTA's Integrated Mobility Innovation (IMI) Program. The service is expected to start by September 1st and will be a 24/7 transportation option for older adults and people with disabilities to fill gaps in service in the Greater Hartford region. Finally she said that her department is finishing up with a task for the Hartford Intermodal Triangle project with post-project reporting which is due to FTA in September. The survey link can be found at: <https://www.surveymonkey.com/r/HartfordUnionStation>. Mr. Quintero asked if M7 is a taxi company. Ms. Deppe confirmed that it is and she stated that the District is partnering with them on this IMI grant through FTA. This new mobility program will provide additional service to seniors and the disabled.

Ms. Shotland followed by presenting her administrative report. She stated that a Letter of Intent was signed by both parties for the 144 Roberts Street property. The acquisition is based on conditions which the District is requiring that are met before a full acquisition takes place. Ms. Pet asked if there are any rights of way to get to the landlocked property. Ms. Shotland explained that there is an easement to get to that property. Mr. Pitcock asked if the new walking trail goes around the back property. Ms.

Shotland stated that the walking trail is further north and does not cross over the land behind our current site. She also noted that the District will be receiving \$5.1 million in additional funding for the upcoming fiscal year for Union Station projects, vehicles, and administrative/support equipment. She also said that the new Deputy Commissioner along with rail personnel from CTDOT visited Union Station for an informational tour. In summary she said that almost the entire staff is back at the office versus working remotely from home. She noted that there have been extremely demanding situations over the past several months (almost on a daily basis) in taking on the challenges from a business standpoint in regard to the pandemic.

Mr. Flynn asked for an update on the CRCOG Transportation Committee meeting. Ms. Cassidy mentioned that CTDOT was awarded \$224.3 million in federal COVID-19 funding from the Federal Transit Administration to help cover expenses (operations, maintenance, and personal protective equipment) for rail and bus operations in the state. Of the \$224.3 million, \$150 million is earmarked for the New Haven Line, New Canaan Line, Danbury Line, and Waterbury Line; \$6 million for Shore Line East; \$50 million for CTtransit and CTfastrak services statewide; and \$10.1 million for rural transit services within the state. Additionally, \$8.2 million has been awarded for bus transit districts statewide with an additional \$19.2 million in awards for the transit districts. The state will be applying for additional funding totaling about \$244 million later this year.

Mr. Flynn next asked if there was any new business to be brought before the Board. Mr. Gardow told the Directors and staff that he has decided that he will be leaving the District's Board after two terms and he was appreciative for the time served. Mr. Flynn expressed that he was sorry to hear that, but certainly understood and wished him well. He then reminded the Directors that the next board meeting will be held on September 17, 2020.

There being no further business brought before the Board, Ms. Oliver moved that the meeting be adjourned. Upon seconding by Mr. McCavanagh, the motion passed unanimously by a vote of 24.18 yea, 0.00 nay, and 0.00 abstention. The Regular Meeting was adjourned at 7:58 p.m.

Respectfully submitted,

for  (EXECUTIVE DIRECTOR)
James McCavanagh
Secretary

Adopted: 09/17/2020