



REGULAR MEETING
BOARD OF DIRECTORS
GREATER HARTFORD TRANSIT DISTRICT
Hartford Connecticut
March 11, 2021

Stephen F. Mitchell, Chairman
Presiding.....

At 7:06 p.m., a quorum determined to be present; Mr. Mitchell 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 (1.0), East Windsor; Stephen F. Mitchell (2.00) Enfield; Laurel Grow (1.14), Farmington; Jennifer Cassidy (2.79) Hartford; James McCavanagh (2.61) and Paul McNamara (2.61) arrived @ 7:22pm, Manchester; Dimple Desai (1.77), Rocky Hill; Ferguson R. Jansen, Jr. (2.11), Simsbury; Gary Pitcock (1.15) South Windsor; Brendan T. Flynn (1.19); David Giordano (2.83) and John Lyons (2.83), West Hartford; Ricardo Quintero (1.30) and David Raney (1.30), Windsor. District staff present were Vicki L. Shotland, Executive Director; DJ Gonzalez, Operations Administrator; Nhan Vo-Le, Director of Fiscal and Administrative Service; Mary Deppe, Manager of Grants and Planning. *(The numbers represented in the parenthesis of this paragraph equate to the weighted vote for each Director in attendance.)*

The Chairman asked if there was any members of the public who wished to address the board. There were none. Mr. Mitchell took a few moments to address the Directors to acknowledge Mr. Gonzalez's accomplishments and dedication to the District over the past fifteen years. He stated that even though Mr. Gonzalez is retiring from his full time position he will still be working part time hours to oversee some ongoing projects. Mr. Pitcock then moved acceptance of the December 17, 2020 meeting minutes with two corrections (page one, paragraph one where South Windsor was missing after his name) and (page one, paragraph one where Hartford was not removed from the text). The motion was then seconded by Mr. Desai and approved with the corrections by a vote of 26.32 yea, 0.00 nay and 0.00 abstention.

The Chairman requested that Ms. Vo-Le present the financial report. She provided a summary of the District's budgets and actual results as of January 31, 2021 which were as follows: the total actual excess of revenues over expenditures for all three funds totaling \$394,804, which is \$76,216 higher than the budget (\$318,588). This favorable excess is made up by the following: Special Revenue Fund \$0, General Fund \$4,723, and Enterprise Fund \$71,494 (Spruce Street Parking Lot: \$40,882 and Union Station Transportation Center: \$30,612). During the first seven months of FY2021 (July 2020 – January 2021), the Special Revenue Fund stands at a total of approximately \$15.3 million in actual revenues to cover for its various program costs. Out of this amount, the ADA Paratransit, Vehicle Procurement, and Insurance programs accounted for: \$9.2 million, \$2.7 million, and \$1.7 million; respectively. The General Fund's excess of revenues over expenses is slightly higher than its budget by \$4,723 primarily due to proceeds from the sale of disposed vehicles; offset by a steady decline in STIF interest rates. The Spruce Street Parking Lot has yielded a favorable variance of \$40,882 or 29% in excess of revenues over expenses. This favorable variance is mainly due to higher revenues than budgeted and lower management parking service charges including credit card fees. The Union Station Transportation Center has also shown a positive result; yielding a favorable variance of \$30,612 in excess of revenues over expenditures. This was partly due to lower project administration and overhead costs. Overall, for the seven months ending January 31, 2021, the District yielded approximately 24% higher than its anticipation in total excess of revenues over expenditures. Mr. Lyons made a motion for acceptance of the financial report which was seconded by Mr. Quintero. The motion passed unanimously 28.43 yea, 0.00 nay and 0.00 abstention.

Mr. Mitchell asked Mr. Gonzalez to provide his ADA Report. He stated the following: Transit employees were removed from the essential workers list as CT went to an age-based priority list for the vaccine. If drivers and mechanics and other essential transit workers qualify by age than they can sign up, but this is no different than the general public. Over the course of these past many months there were at least (30) of our service provider's staff that tested positive to COVID. The District is ready to place its next replacement vehicle order which will include both body-on-chasses vehicles and small Ford Transit vehicles. The order will include (20) Ford Transit and (15) Body on Chassis. District staff continue to research and in the near future place an order for electric ADA paratransit vehicles if funding is approved. The technology is not as developed or road-worthy yet compared to that of the bigger transit buses, but there are manufacturers that continue to improve the technology. The Trapeze Comm (customer service) software was deployed on February 1st. To date there have been no issues with the program. The software allows both the District and First Transit staff to see in real time how complaints are moving along and what actions have taken place. The Trapeze EZ Wallet (contactless fare payment system) and PASS-WEB are moving through the standard design and implementation phases. It will be a few more months before they can be deployed. In regard to EZ-Wallet the staff is working on getting a merchant ID account with Chase Bank and the terms and condition information is being reviewed.

Mr. Mitchell asked Mr. Gonzalez to continue with his Operations Report. He stated that the Public Restroom Expansion and Renovation project was delayed, but it is now back on schedule. The setback was due to some unexpected issues which arose. It is anticipated that the project will be completed by mid-April. He said that the use of portable toilets have been very difficult to maintain due to vandalism, keeping up with cleaning them constantly and theft of products. Even though passenger numbers are down significantly at the station, additional cleaning crews at Union Station have been maintained for deep cleaning and disinfection of areas that are utilized by visitors. The Great Hall is still closed and may not open until after the summer. The renovations at the old restaurant have been completed and the leasehold passed final inspection. Propark will be moving in once many of their employees return. There is a very insignificant increase in parkers at Spruce Street, however CARES Act funding has helped to relieve the District of significant losses in the parking lot. Mr. Pitcock asked if we could use the large round toilet paper rolls with the plastic coverings to prevent the theft of toilet paper. Mr. Gonzalez stated that we have tried alternatives, but the roles continue to be stolen. It is more of an inconvenience than a cost issue. Mr. Quintero asked about the return of rail. Ms. Shotland stated that CTDOT is working on a plan.

Mr. Mitchell then called upon Ms. Deppe to provide the Grant/Contract/ & Procurement Department's report. She stated that regarding procurement, the District is currently developing the following major solicitations:

- IFB for the fuel tank conversion at Roberts Street (diesel to gasoline)
- RFP for HVAC Air Handlers at Union Station

She also stated that the District continues to work with M7 on the "Encompass" program, which is funded by FTA's Integrated Mobility Innovation (IMI) Program. The service (started in late September) is a 24/7 transportation option for older adults and people with disabilities to fill gaps in service in the Greater Hartford region. The current enrollment is 44 members. This past quarter, there were a total of 351 trips provided. This is a major increase as the total trips since the service began is 371. She stated that the New Britain Beehive Bridge Project is complete and the grant has been closed out. Also the Town of Enfield recently determined that the project location will move from the Eversource property to the other side of the tracks on the Bigelow Commons side. Enfield is currently working with CTDOT on the design of a small intermodal rail station. FTA funds will be used for the transit-related improvements like sidewalks, benches, bike racks, etc.

Mr. Mitchell then called upon Ms. Shotland to provide her Administrative report. She discussed the following:

- The District has requested a total of \$4.7 million for FY'21 (this includes approximately \$2ml for vehicles including smaller transit vehicles and the standard body on chassis. It also includes

almost \$2ml for Union Station, and the remainder is for administrative/support. Our long-term request also included the FY'22, FY'23 & FY'24.

- She noted that the District closed on 144 Roberts Street in February. The inland/wetlands application was approved shortly afterward, and the next step is the site plan application for 144/148 as a combined parcel.
- The District's FTA Triennial Review will be held on April 6th and April 7th. The review was delayed for almost one year due to COVID, but we are well-prepared for the extensive review which cover all aspects of the business.
- Due to the pandemic the current parking lot management contract was extended.
- The CT Historical Society has partnered with the National Collaborative of Women's History Sites in its effort to secure historic markers as part of the National Votes for Women trail which commemorates the women involved in the fight for woman suffrage. To date, CT has submitted seven nominations of women across the state to the Marker Committee. In Hartford, they nominated Katharine Houghton Hepburn (mother of the famous actress) for her work with the woman suffrage movement. They chose Hartford Union Station to commemorate when Katharine Houghton Hepburn greeted the British suffragist Emmeline Pankhurst as she stepped off the train to deliver a speech later that night in Hartford. The speech Ms. Pankhurst gave was one of the most important ever given during the movement (The Death of Freedom).
- Negotiated and amended all of Propark's leases which equates to long-term extensions.
- Still providing lease deferrals and/or abatements to some tenants due to COVID.
- Amtrak has held up the District's planned phase I roof project for Union Station. Amtrak remains concerned about the project and the possible risk to Amtrak's operations at the station. They just provided us with a Design and Construction Phase Agreement which will be looked at by the District's attorney in regard to this project.
- Announced that she spoke to Suzanne Hopgood (Frank Lord's wife) and in his honor an ice cream cart in Bushnell Park will commemorate his memory. There will be a ceremony for the event on June 12, 2021 and more information will be provided as the event nears.

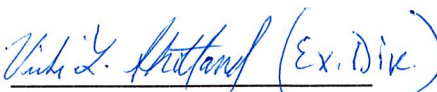
Mr. Mitchell then called upon Ms. Cassidy to provide the CRCOG Transportation Committee reports combined from both January 21 & February 22, 2021. She stated the following:

- Hartford-Springfield Economic Impact Study – The study, which looks at the economic impacts of extending the commuter rail from Hartford to Springfield, is currently being drafted and will be released soon.
- Transportation related legislative proposals that were included by CTDOT in the Connecticut Office of Policy and Management's Transportation Agency Legislative Proposals for 2021: a Pedestrian and Bike Safety proposal to enable municipalities to change speed limits on municipal-owned

roads, to allow municipalities or CTDOT to create pedestrian safety zones, to require motorists to grant the right of way to pedestrians standing at the curb intending to cross the road in a crosswalk, to clarify that vehicles must not be parked within 25 feet of a marked crosswalk, and to require people in a parked vehicle to open their door with caution for moving vehicles, bicyclists, and pedestrians. A proposal to authorize CTDOT or the CT State Police to use automated speed control technology in highway work zones. A proposal to 1) require all passengers in motor vehicles to wear seatbelts (including rear seats) 2) prohibit open alcohol beverage containers in passenger compartments of motor vehicles, 3) require all motorcycle operators and passengers to wear protective headgear, and 4) to reduce the maximum blood alcohol content level to 0.05%. A proposal to update the current statute to better align automated vehicle statutes with national best practices. Mr. Quintero asked if these initiatives will move forward. Ms. Shotland stated that these are legislative proposals and they will most likely take time to move ahead. She noted that going on the CRCOG website for updates would be helpful.

Mr. Mitchell called for new business. Mr. Lyons asked if the next meeting will be in person. Ms. Shotland stated that she is hopeful the Board of Directors can meet in person by the September meeting. Mr. Jansen stated that he had submitted a number of questions from Simsbury and wanted to thank the District's staff for their responses. Ms. Shotland then extended her gratefulness for Mr. Gonzalez's efforts, knowledge, patience and support over the years. Mr. Mitchell then reminded the Directors that the next meeting will be the annual one to be held on May 20, 2021. He reminded the Directors that acknowledging their attendance at this meeting would truly be appreciated once they receive the next agenda. He also asked Mr. Flynn if he could chair that meeting since he would be out of town and unable to attend. Mr. Flynn stated that he would. There being no further business brought before the Board, Mr. Quintero moved that the meeting be adjourned. Upon seconding by Mr. McNamara, the motion passed by a vote of 28.93yea, 0.00 nay, and 0.00 abstention. The Regular Meeting was adjourned at 8:13 p.m.

Respectfully submitted,


for James R. McCavanagh
Secretary