



ANNUAL MEETING
BOARD OF DIRECTORS
GREATER HARTFORD TRANSIT DISTRICT
Hartford Connecticut
May 20, 2021

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

At 7:10 p.m., a quorum determined to be present; Mr. Flynn called the Annual Meeting of the Board of Directors of the Greater Hartford Transit District (the "District") to order remotely by way of a Zoom meeting. (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: Marilyn Pet (2.30), East Hartford; Gilbert Hayes (1.0), East Windsor; Kevin Mooney (2.00), Enfield; Mark Lockwood (1.01), Granby; Jennifer Cassidy (2.79), Kevin R. McKernan (2.79), and David Corrigan (2.79), Hartford; Laurel Grow (1.14), Farmington; James McCavanagh (2.61) and Paul McNamara (2.61), Manchester; Ferguson R. Jansen, Jr. (2.11), Simsbury; Gary Pitcock (1.15), South Windsor; Brendan T. Flynn (1.19), Wethersfield; 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.)*

Mr. Flynn began the meeting by announcing that Kevin McKernan's last meeting appears to be at the June gathering as he, his wife and baby son will be moving from Hartford. Also one of our senior board members, Jennifer Cassidy will be leaving Hartford as she will be moving out of state. Mr. Flynn introduced a new Hartford Board Member, David Corrigan who is replacing Nick Addamo. Finally Mark Lockwood the Director from the Town of Granby is leaving the Board as of this meeting due to a very busy work schedule in addition to his role as the Chairman of the town's Planning & Zoning Board. The select board of Granby will be appointing a new Director shortly to replace him.

The Vice Chairman asked if there was any member of the public who wished to address the Board. There were none. Mr. Flynn gave the members of the Board an opportunity to review the March 11, 2021 Minutes. Mr. Raney then moved adoption of the March 11, 2021 meeting Minutes, which was seconded without modification by Mr. Quintero with a vote of 24.25 yea, 0.00 nay and 0.00 abstention. (Both Mr. McKernan and Mr. Pitcock arrived a few minutes late to be included in this vote.)

The Vice Chairman next asked for presentation of the current financial report. Ms. Shotland stated that the next Financial Report will be presented at the June 24, 2021 Board Meeting.

At 7:20 p.m., Mr. Flynn 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 2022. Ms. Vo-Le provided a comprehensive overview of the FY2022 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 (13%). This fund consists of an operating program, one administrative program, and one capital program. Each of these programs has its own budget. The Special Revenue Fund total budgeted revenues are nearly \$30.4 million (FY22) and \$24.4 million (FY21). The \$30.4 million (FY22) is anticipated to cover for costs related to transportation projects (\$27.9 million), program administration (\$1.6 million), and professional services (\$806,300). The ADA Paratransit is a major operating program that has a budget of approximately \$21.0 million (FY22) and \$15.6 million (FY21). The budgets for the Administrative Program, totaling \$5.0 million (FY22) / \$5.4 million (FY21), are as follows: Dial-A-Ride: \$359,590 for each of FY22 & FY21; New Freedom: \$59,000 (FY22) / \$283,507 (FY21); Mobility Innovation Initiative: \$265,000 (FY22) / \$592,663 (FY2021); Drug and Alcohol Testing Consortium: \$511,500 (FY22) / \$485,310 (FY21); Transit District Insurance Consortium: \$3.8 million (FY22) / \$3.7 million (FY21). FY22 budget includes several capital improvements totaling approximately \$4.4 million in comparison to \$3.4 million (FY21). The budgets of the Capital Program are presented as follows: ADA Facility \$1.265 million (FY22) / \$815,000 (FY21); Vehicle Procurement \$2.735 million (FY22) / \$2.325 million (FY21); Enfield Intermodal Center \$42,000 (FY22) / \$10,900 (FY21); Administrative Capital and Support Equipment \$228,000 (FY22) / \$80,475 (FY21); Regional Bus Shelters \$108,000 (FY22) / \$151,360 (FY21); and New Britain Livability which was completed during FY21 with a budget of \$43,200. The General Fund is the District's primary operating fund. Its funding sources consist of member town contributions, interest income, and proceeds from sale of disposed vehicles. The General Fund is budgeted at \$211,000 (FY22) / \$242,925 (FY21) in revenues and \$48,000 (FY22) / \$56,800 (FY21) in expenses, yielding \$163,000 (FY22) / \$186,125 (FY21) in excess of revenues over expenses. The District's Enterprise Fund is made up by: Spruce Street Parking Lot and Union Station Transportation Center. Major funding sources consist of rental income, parking revenues, and Federal & State grants. The Spruce Street Parking Lot is budgeted for \$118,300 (FY22) / \$362,300 (FY21) in revenues and \$118,300 (FY22) / \$121,100 (FY21) in expenses, yielding \$0 (FY22) / \$241,200 (FY21) in excess of revenues over expenses. Union Station is budgeted at \$3,644,200 (FY22) / \$3,775,835 (FY21) in revenues and \$3,532,100 (FY22) / \$3,772,135 (FY21) in expenditures, yielding \$112,100 (FY22) / \$3,700 (FY21) in excess of revenues over expenditures. In summary, the Enterprise Fund is anticipated to yield \$112,100 (FY22) / \$244,900 (FY21) in excess of revenues over expenditures. Overall, total fiscal years 2022 and 2021 budgets for the District are: \$34.3 million and \$28.8 million in revenues, \$34.1 million and \$28.4 million in expenditures, yielding \$275,100 and \$431,025 in excess of revenues over expenditures; respectively. This excess is contributed by the General Fund [\$163,000 (FY22) / \$186,125 (FY21)] and the Enterprise Fund [\$112,100 (FY22) / \$244,900 (FY21)].

Mr. Flynn asked if there were any comments or questions from the public. There were none. At 7:33 p.m., Mr. Flynn closed the Public Hearing and reconvened the Annual Meeting. Mr. Flynn then asked for Consideration of adoption of a motion approving and authorizing the publication of a report of the District's: (1) Fiscal Year 2021 itemized revenues and expenditures, (2) Fiscal Year 2022 itemized revenue and expenditure estimates, and (3) excess of revenues over/under expenditures as of the close of 2021. The Vice Chairman then asked if there were any members of the Board wishing to make comment. After no further discussion, the Board approved the motion made by Mr. McNamara and seconded by Mr. Quintero. The motion passed unanimously by a vote of 28.09 yea, 0.00 nay and 0.00 abstention.

Next on the agenda Mr. Flynn asked for consideration of Resolution No GHTD-22-FTA-1 Authorizing Filing and Acceptance of Federal Grants. Upon motion made by Mr. Pitcock and seconded by Mr. McNamara the motion passed unanimously by a vote of 28.09 yea, 0.00 nay, and 0.00 abstention. The Vice Chairman then asked for consideration of Resolution No. GHTD-22-STATE-1, Authorizing Filing and Acceptance of State Grants. Upon motion made by Mr. Hayes and seconded by Mr. Lockwood, the motion passed unanimously by a vote of 28.09 yea, 0.00 nay, and 0.00 abstention.

The Vice Chairman noted that there were several re-engagements for the Board to consider. Mr. Hayes made motion to re-engage the firm of Day Pitney, LLP as the District's Legal Counsel for the Fiscal Year ending June 30, 2022, which was seconded by Mr. Raney. The motion was approved by a vote of 28.09 yea, 0.00 nay and 0.00 abstention. Mr. Quintero made motion to re-engage the firm of (CLA) CliftonLarsonAllen, LLP formerly Blum Shapiro as the District's audit firm for the Fiscal Year ending June 30, 2022, which was seconded by Mr. Raney. The motion was approved by a vote of 28.09 yea, 0.00 nay and 0.00 abstention. Upon motion by Ms. Pet and seconded by Mr. Pitcock, 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, 2022 by a vote of 28.09 yea, 0.00 nay and 0.00 abstention. Ms. Pet inquired about the percentage of people that test positive. Ms. Shotland reported that it is less than 1%. Mr. McNamara 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, 2022, which was seconded by Mr. Hayes and approved by a vote of 28.09 yea, 0.00 nay and 0.00 abstention.

Mr. Flynn called for Program Presentations. He then asked Mr. Gonzalez for the ADA presentation at which time he stated that there were 29 Catalytic Converters and one vehicle stolen from the ADA Paratransit facility. Perpetrators cut through the chain link fence in the early morning hours of May 2nd and proceeded to steal the equipment. Local police are still investigating the crime, but it is important to note that this is a national epidemic. Our 3rd party provider (First Transit) is financially responsible for the losses and they are in the midst of replacing the parts and repairing the recovered vehicle. All vehicles in the fleet will be outfitted with a pre-fabricated guard to make the thefts of catalytic converters more difficult. Additional security measures that may be implemented are being reviewed

by First Transit and their corporate office in conjunction with District staff. It is important to note that our passenger trips are not affected. Mr. Jansen inquired about what security measures are being taken to prevent further thefts. Mr. Gonzalez reported that there are cameras around the building, and the District is working to install additional remote cameras in the back parking lot. Ms. Grow inquired if there is a security guard overnight. Mr. Gonzalez reported that there is not. However, employees will be walking the lot every half hour. Ms. Grow asked if the stolen vehicle was found. Ms. Shotland reported that it was found. Ms. Grow asked if it is fair to ask dispatchers to patrol the lot. Ms. Shotland stated that it will mainly be staffed by maintenance department employees who patrol the area. She also stated that once the cameras are installed, monitoring the area will be much easier. Mr. Pitcock asked if there was a way to put serial numbers on the converters. Ms. Shotland stated that it most likely would not help as it is the precious metals inside the converters that is the valuable component being sold. Mr. Pitcock stated that as someone who is involved in animal rescue, he is very much opposed to having dogs in the lot for security, and he was told that this will not even be an option nor necessary. It was also brought to the Board's attention that First Transit is working with their corporate headquarters on a risk assessment analysis in regard to the ADA Paratransit operation. Mr. Flynn added that most likely thieves will hit other sites rather than the District's again as they know it is likely that we will boost security measures. Mr. Gonzalez went on to report that Ford continues to struggle with the global semiconductor shortage and has significantly pushed back the manufacturing of all transit vehicles. The First Transit General Manager resigned and the role has been filled by the long-time Assistant General Manager who is well deserving of the opportunity. There has been an uptick in overall requested trips. The monthly total increased from 26,305 in February to 32,285 requested trips in April (an increase of 5,980 trips or 22.7%). The diesel tank conversion project is moving along. The work consists of either the removal of an existing 10,000-gallon diesel tank and installation of a new 12,000-gallon gasoline, or refurbishing the existing 10,000-gallon diesel tank for use by gasoline. Both options include reusing, relocating, or installing new equipment to facilitate the use of gasoline rather than diesel. Diesel chassis are no longer being manufactured.

Mr. Flynn asked Mr. Gonzalez to continue with his Operations Report. He stated that there is a leak in the standpipe (water piping system designed for fire protection for hose lines) on the northern side of Union Station which must be repaired. In the midst of selecting a vendor to repair the problem. He also noted that the public restrooms had a grand opening today. The renovations to the bathrooms look outstanding and the additional space in both bathrooms is a tremendous asset in regard to future passenger growth.

Mr. Flynn then asked Ms. Deppe to continue with the presentation of her department's report, and she stated the following. In regard to procurement, the District received one bid for the fuel tank conversion at Roberts Street (diesel to gasoline). The prices were higher than expected, so the District will prepare to go out to bid again in hopes of receiving responses from multiple vendors. At that time a determination will be made in regard to convert the current tank or install a new one. She also stated that the District is currently developing an RFP for HVAC Air Handlers at Union Station and obtaining

quotes on additional video surveillance at Roberts Street. She noted that we will be replacing the electric vehicle charging station in the Spruce Street Parking Lot. The dual station will be equipped with AmpUp software, which allows users to locate charging stations and pay by phone, and allows the District to access usage and revenue reports among other things. She also noted that the Town of 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. The Town expects to go out to bid for this project in spring of 2022. Also that the District is working with the City of Hartford on finalizing locations for 3 additional bus shelters.

Mr. Flynn then asked Ms. Shotland to continue with the presentation of her department's report. Ms. Shotland started her presentation by noting that The District is the 1st transit organization in many years to receive "NO DEFICIENCIES & NO FINDINGS" in regard to our FTA Region I Triennial Review. 1 ½ years after the process began and the final review meetings took place, we received the outstanding news. The Triennial Review is one of FTA's management tools for examining grantee performance and adherence to current FTA requirements and policies. The review currently examines up to 21 areas. She then stated that the total FY'21 5307 funding equates to \$5,433,200 (\$2.7ml for vehicles, \$1.95ml for Union Station rehab and improvements, \$780,000 for Administrative Capital & Miscellaneous Support). She also noted that she sent letter to CTDOT's Commissioner Giulietti providing the required notice that the District elects to extend the term of the lease on the Spruce Street Parking Lot for the first 20-year extension period. We just completed the first 40-year term. In the year 2041 we have the option to renew for one additional 20-year period. She mentioned that the District finally closed on the property at 144 Roberts Street which will allow for desperately needed parking spaces. Lastly, she said that she also anticipates that she will reopen the Great Hall by September 1, 2021 as COVID19 restrictions are being lifted. Mr. Pitcock inquired if the new property on Roberts Street is where the public trail is. Ms. Shotland replied that it is not.

Mr. Flynn then called upon Ms. Cassidy to provide the CRCOG Transportation Committee report. She provided the committee report from the April 26, 2021 meeting. USDOT announced \$1 billion of FY21 discretionary grant funding through the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grants. RAISE was formerly known as BUILD and TIGER. Projects for RAISE funding will be evaluated based on merit criteria that include safety, environmental sustainability, quality of life, economic competitiveness, state of good repair, innovation, and partnership. Special priority will be given to projects that can demonstrate improvements to racial equity, reduce impacts of climate change and create good-paying jobs. Also discussed was PTASP Safety Targets. Within the Capitol Region, CTDOT prepared safety targets for CTtransit - Hartford Division, Arrow Line Acquisitions, Collins Bus Service, DATTCO, and New Britain Transit. The Greater Hartford Transit District (GHTD) prepared its own safety targets. All targets are effective as of January 1, 2021. CRCOG has until July 20, 2021 to endorse these PTASP targets or create their own. After the deadline, these targets must be referenced in amendments and updates of core MPO plans. Finally, the next CRCOG Transportation Committee Meeting will be held on May 24th.

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May 20, 2021

Mr. Flynn asked if there was any new business for discussion. He reminded the members that the next Board Meeting will be held on June 24th and it will be the last one before the summer. There being no further business brought before the Board, Mr. Quintero moved that the meeting be adjourned. Upon seconding by Mr. Raney, the motion passed unanimously by a vote of 28.09 yea, 0.00 nay, and 0.00 abstention. The Annual Meeting was adjourned at 8:33 p.m.

Respectfully submitted,

Vicki L. Shottland (EX. DIRECTOR)
for James R. McCavanagh
Secretary

Minutes Adopted: 06/24/21
Distributed & Posted: 06/25/21