



BOARD OF DIRECTORS  
REGULAR MEETING  
GREATER HARTFORD TRANSIT DISTRICT  
Hartford Connecticut  
June 24, 2021

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

At 7:08 pm, 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 "Zoom Meeting." The following Directors were present: Stephen F. Mitchell (2.00) and Kevin Mooney (2.00), Enfield; Laurel Grow, (1.14); Richard Alger (1.01), Granby; Jennifer Cassidy (2.79), David Corrigan (2.79) (left the meeting at 8:01pm) , and Kevin R. McKernan (2.79), Hartford; James McCavanagh (2.61) and Paul McNamara (2.61), Manchester; Dimple J. Desai (1.77), Rocky Hill; Gary Pitcock (1.15), South Windsor; Brendan T. Flynn (1.19), Wethersfield; David Giordano (2.83) and John W. Lyons (2.83), West Hartford; Ricardo Quintero (1.30); Windsor. District staff present were Vicki L. Shotland, Executive Director; 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. Mitchell formally introduced and welcomed the new board member from Granby, Mr. Richard Alger. The Chairman next asked if there was any member of the public who wished to address the Board. There were none. Mr. Mitchell gave the Directors a moment to look at the draft Minutes of the Annual Meeting. Mr. Mooney then moved adoption of the May 20, 2021 Annual Meeting Minutes, which was seconded by Mr. Quintero and approved unanimously by a vote of 29.80 yea, 0.00 nay and 1.01 abstention.

The Chairman told the Board that this is Mr. McKernan's last meeting as he will be moving out of Hartford to a new home. Mr. Mitchell thanked Mr. McKernan for his service to the District. He then stated that he was nominating Mr. Giordano for the position of Treasurer as he has served on the Audit Committee and would be a strong replacement. He gave the Directors an opportunity to nominate another person on the Board for the position. There were none made so Mr. McNamara seconded the nomination. The motion passed unanimously by a vote of 30.81 yea, 0.00 nay and 0.00 abstention.

The Chairman next asked for presentation of the financial report. Ms. Vo-Le provided a summary of the District's budget and actual results as of April 30, 2021. During the first ten months of FY2021 (July 2020 – April 2021), the Special Revenue Fund had generated approximately \$21.4 million in actual revenues

to cover for its various program costs. Comparing that to the budget, this fund's total actual expenditures is \$285,929 or 1.4% higher than expected primarily due to higher costs associated with the Vehicle Procurement Program. This Special Revenue Fund has no excess of revenues over expenditures because any costs incurred within this fund is reimbursed by CTDOT, FTA, and local match. The General Fund's excess of revenues over expenses is slightly lower than its budget projection by \$6,493 or 4%. This occurred primarily due to lower interest earnings; partially offset by proceeds from the sale of disposed vehicles. The following is the financial result of the Enterprise Fund: Spruce Street Parking Lot yielded an unfavorable variance of \$55,422 or 38% in excess of revenues over expenses. This reflects a combination of lower actual revenues; partially offset by lower management parking service charges and credit card fees. Union Station Transportation Center yielded a favorable variance of \$154,572 in excess of revenues over expenditures as a result of lower actual project administration, professional services, and utilities than budgeted. Overall, the District's total actual excess of revenues over expenditures for all three funds totaling \$484,707, which is \$92,657 or 24% higher than its budgets for the first ten months of fiscal year 2021. Mr. Mitchell then asked for acceptance of the financial report as presented. Mr. Pitcock made a motion for acceptance of the financial report which was seconded by Mr. Desai. The motion was passed unanimously 31.01 yea, 0.00 nay and 0.00 abstention. Mr. Quintero and Mr. Mitchell applauded Nhan for the clear and concise financial report. Mr. Mooney asked if the financials seemed okay given the past 15 months of COVID. Ms. Shotland reported that the District is doing exceptionally well given the circumstances.

The Chairman next asked for consideration of approval of Fiscal Year 2022 Budget. Upon motion made by Mr. Flynn and seconded by Mr. McNamara, the Board voted unanimously to approve the Fiscal Year 2022 Budget with a vote of 30.81 yea 0.00 nay and 0.00 abstention.

The Chairman next asked for Committee & Staff Reports. Ms. Shotland gave an ADA update. She stated that the shareholders of First Group America (UK) approved the sale of First Transit and First Student to EQT Infrastructure. She noted that ADA Paratransit trips are increasing even though still below the pre-Covid number. There is a significant shortage in paratransit drivers as a number of them did not return to work. The District has come to an agreement with First Transit that we will pay a referral and retention bonus for new hires and current employees. She reiterated that masks are still being enforced on vehicles through mid-September under the President's Executive Order and TSA requirements. Mr. Quintero asked if the District's drivers are being paid reasonable wages versus the rest of the country. Ms. Shotland stated that they are paid well under the collective bargaining agreement and in comparison to others in the State. She stated that the loss of drivers is similar to so many other service providers that have endured the pandemic.

Mr. Mitchell asked Ms. Shotland to continue with the Operations Report. She stated that the Transit Center was opened on June 2, 2021, and the Great Hall is slated to be re-opened effective July 1, 2021. There was a major crack in a standpipe on the north end of the building, but it has been repaired and the Fire Marshall was notified. CTDOT is replacing the roof on the Amtrak active platform beginning in April 2022 and is working with the District on the logistical issues. Staff has gone out for quotes on restriping the bus bays and the small south parking lot on the corner of Church Street and Union Place. Finally she noted that Union Station roof repairs have begun on the Spanish tiles and the flat roof. Scaffolding has been erected and tenants are being apprised during this process.

Mr. Mitchell asked Ms. Deppe to present her department's report. In regards to procurement, the District is currently out to bid again for the Fuel Tank Conversion project, as only one bid was received from the previous solicitation. Bids are due July 8<sup>th</sup>, 2021. The procurement department is also working on extensions for a number of preventative maintenance contracts for both Roberts Street and Union Station. The District will be installing 6 remote cameras in the rear parking lot of Roberts Street for additional video surveillance at the site. Cameras will be installed on the 6 large light posts and will provide views of the entire parking lot. The City of Hartford Historic Properties/Preservation Commission reviewed and approved the installation of a PVC membrane roofing system to replace the copper roof on the South Side (over the old restaurant space.) The PVC membrane will be a Copper Brown PVC in order to keep the appearance similar. The District will be working to develop an application to CTDOT for the 5310 Program to fund the Freedom Ride Voucher Program. Applications are due on August 3, 2021. CEI has begun working on the design of the parking lot at 144 Roberts Street. The District is working to explore options for the installation of a solar roofing system at 148 Roberts Street. Mr. Quintero asked if anyone will be watching the cameras or if they will just be recording. Ms. Shotland reported that there are assigned staff to oversee the video recordings.

Ms. Shotland followed by presenting her administrative report. She reminded the Directors that some have not turned in their respective Disclosure documents. She has been renegotiating Subway's lease. Also the District received the Sub Area Appropriation Agreement for FY'21 in the amount of \$4.3 ml for federal funds and the State matching funds will be over \$1ml. Finally she mentioned that the town of Enfield currently has \$2,701,916 remaining in the twelve-year old FTA 5309 earmark that would be utilized towards the Enfield Intermodal Transportation Center which is going to be located along the east side of the Hartford line along Commerce Street. CTDOT is currently proceeding with the rail design phase and is scheduled to commence construction in 2022/2023. The town is requesting that the District transfer the remaining earmarked funds to CTDOT in order to avoid overlaps in building the transportation center. Mr. McNamara asked if the Disclosure Statement can be sent another way. Ms. Deppe will send it via Adobe E-sign. Mr. Mooney asked if there was anything they could do in Enfield to keep the project with Greater Hartford Transit District. Ms. Shotland stated that the transfer of the remaining funds to CTDOT should work well.

Mr. Mitchell then asked Ms. Cassidy to provide an update on the CRCOG Transportation Committee meeting held on May 24, 2021. Ms. Cassidy said that CRCOG staff conducted park and ride lot counts in April and that the rate of utilization of the lots remains low. The decrease in usage may be due to people's reluctance to use shared transportation services such as express bus or carpooling. There was also a brief update on the findings of the Metro Hartford-Springfield Passenger Rail Economic Impact Study. It was stated that the results of this study were shared at a press event in Springfield. It was noted that the rail improvements would cost an estimated \$6 to \$9 billion to build. It was also noted that these improvements would result in \$47 to \$84 billion in new regional Gross Domestic Product over the next 30 years. A highlight of the report noted that 20,000 to 40,000 jobs are missing from the Metro Hartford-Springfield region due to lack of regional and intercity rail connectivity. Mr. Mitchell then thanked Ms. Cassidy for her many years of service to the Board as she is also leaving Hartford to reside outside of the area. He told the Directors that he would choose a replacement for Ms. Cassidy on the CRCOG Transportation Committee and asked any member who was interested to contact Ms. Shotland or himself.

At 8:02p.m. the Chairman invited a motion to continue in Executive Session to discuss the Performance Review and Compensation of the Executive Director. Mr. Mooney made motion, which was seconded by Mr. Quintero and passed by a unanimous vote of 28.02 yea, 0.00 nay and 0.00 abstention.

Mr. Flynn made motion to reconvene the Regular Meeting at 8:26pm and upon second by Mr. Lyons, the motion passed by a unanimous vote of 28.02 yea, 0.00 nay and 0.00 abstention. Upon motion made by Mr. Quintero and a second by Mr. Flynn, the Board voted to adopt the matter discussed in Executive Session regarding the FY'22 compensation for the Executive Director by a vote of 28.02 yea, 0.00 nay and 0.00 abstention.

The Directors were reminded that the next board meeting will be held on September 9, 2021. Mr. Mitchell next asked if there was any new business to be brought before the Board. There being no further business brought before the Board, Mr. Flynn moved that the meeting be adjourned. Upon seconding by Mr. McNamara, the motion passed unanimously by a vote of 28.02 yea, 0.00 nay, and 0.00 abstention. The Regular Meeting was adjourned at 8:29p.m .

Respectfully submitted,

  
for Vicki L. Kottland (Executive Director)  
James McCavanagh/Secretary

Adopted 09/09/2021