



REGULAR MEETING
BOARD OF DIRECTORS
GREATER HARTFORD TRANSIT DISTRICT
Hartford Connecticut
March 3, 2022

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

At 7:05 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 in the Conference Room of the District at One Union Place, Hartford, Connecticut. The following Directors were present Marilyn Pet (2.60), East Hartford; Gilbert Hayes (1.14), East Windsor; Stephen F. Mitchell (2.14) and Kevin Mooney (2.14), Enfield; Richard Alger (1.00), Granby; James McCavanagh (3.04), Manchester; Dimple J. Desai (2.12), Rocky Hill; Ferguson R. Jansen, Jr. (2.49), Simsbury; Gary Pitcock (1.37), South Windsor; Alan Lubin (1.54), Vernon; David Giordano (3.26) and John W. Lyons (3.26), West Hartford David Raney (1.50), Windsor. District staff present were Vicki L. Shotland, Executive Director; DJ Gonzalez, Operations Administrator; Nhan Vo-Le, Chief Financial Officer, LaShaunda Drake, Procurement & Contract Coordinator (*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 then introduced and welcomed the newest Board Member, Alan Lubin from the Town of Vernon. Mr. Lyons then moved acceptance of the December 16, 2021 meeting minutes. The motion was then seconded by Mr. Mooney and approved unanimously by a vote of 27.60 yea, 0.00 nay and 0.00 abstention.

Mr. Mitchell next stated that there are (3) vacancy positions in regard to the Officers of the Board. Mr. Mitchell noted that he has appointed Mr. McCavanagh to Vice Chairman to replace Brendan Flynn, Mr. Raney will replace Mr. McCavanagh as Secretary, and Mr. McNamara will replace Mr. Raney as Assistant Secretary. Mr. Mitchell noted that the Nominating Committee will be submitting their recommendations to the full board at the Annual Meeting to be held on May 19th. Anyone interested beside those who

are now currently serving in officer positions should contact Mr. McCavanagh to let him know if you are interested in running for one of the positions.

The Chairman requested that Ms. Vo-Le present the financial report. She provided a summary of the District's budgeted and actual results as of January 31, 2022. She stated that during the first seven months of FY2022 (July '21– January '22), the Special Revenue Fund has accumulated a total of \$14.5M in actual revenues to cover for various program costs including operating, capital, and administrative support. The ADA Paratransit and Insurance programs are accounting for \$10.5M and \$2.5M; respectively. During this period, CTDOT grants accounted for 91% of the Special Revenue Fund's revenues. Federal grants make up another 8% of revenues. Transportation projects are the major cost component of this fund; accounting for \$13.1M or 90% of expenses. Professional Service and Program Administration made up the other 10% of expenses or \$1.4M. Compared to the budget, the Special Revenue Fund's actual revenues are slightly higher than the budget by 3% or \$414K. The General Fund's excess of actual revenues over expenses shows a favorable variance of \$6.3K. This occurred primarily due to lower actual professional services than anticipated. As for the Enterprise Fund, which consists of the Spruce Street Parking Lot and Union Station, the fund generated a total of \$1.87M in actual revenue and \$1.842M in actual expenditures; yielding a positive result of \$31K revenue over expenditures. The Enterprise Fund exhibits an unfavorable variance of 22% or \$8.8K. This reflects higher operating expenses than budgeted. Overall; through the end of January 31, 2022, the District yielded a total of \$116.2K in excess of actual revenues over expenditures. The District's actual performance is closely aligned with its budget. Overall the actual excess amount is slightly under the budget by 2% or \$2.5K. Mr. Pitcock made a motion for acceptance of the financial report which was seconded by Mr. Raney. The motion passed unanimously 27.60 yea, 0.00 nay and 0.00 abstention. Mr. Lyons inquired about the increase in parking lot revenue. Ms. Shotland noted that it is actually still much lower than pre-COVID revenue. She did state that the current increases are due to more events going on downtown, additional travelers, and some employees coming back to work. She anticipates that the numbers will continue to rise as rail passengers come back by the fall.

Mr. Mitchell asked Mr. Gonzalez to provide his ADA Report. He stated that the District is ready to place its next replacement vehicle order for the upcoming fiscal year. This will include both body-on-chassis and the small Ford Transit vehicles. We have received the first three (3) Ford Transits, unfortunately they have a couple of issues that must be corrected before acceptance. There is a specific issue with the AC/Heat in the back of the vehicles. Staff is working closely with the distributor. The previous year's vehicle order of fifteen (15) body on chassis buses have come in and are now registered and being readied for service. Regarding the new software upgrades from Trapeze, we are awaiting a certification from Chase bank before the system goes live. There is also additional testing needed in regard to the software program to ensure that all is working properly. It appears that when one problem is solved another needs to be corrected. The go live date is being pushed back from

February to more realistically March. The new parking lot expansion construction project at Roberts Street is going well, however, there is a winter shut down at this time. The paving of the lot should begin this spring and the lot will be ready for use soon after that.

Mr. Mitchell asked Mr. Gonzalez to continue with his Operations Report. We provided the District's long-term security contactor with a "notice to terminate" which was effective March 1st. On a number of occasions over the past several months the District experienced repetitive issues which were jeopardizing the safety of our passengers, visitors and tenants. Issues over the past few months included; abandoning their post, sleeping during shifts, not wearing the required uniform, not showing up for shifts, lack of communication, using personal cell phones/electronic devices while on duty, and failure to complete reports. There has been a nice uptick in Spruce Street Parking Lot users, but the numbers are still less than ½ of what they were pre-COVID. He also mentioned that the District is looking to increase the number of remote security cameras at both sites (Union Station and Roberts Street) to fill in any areas that are out of video range. This is a long-term project as there are no funds left from this fiscal year, but we anticipate it to be in the upcoming appropriation which will be closer to the fall of 2022. Mr. Mitchell also noted that the budget was adjusted downward this year to take into account the loss in parking lot revenue.

Mr. Mitchell then called upon Ms. Drake to provide the Grant/Contract/ & Procurement Department's report. She stated that in regards to procurement, the District recently finalized the award to Allied Universal Security Services for Union Station security. The District is currently working on a number of procurements including: Legal Services, A&E Services for HVAC Replacements at Union Station, and some Preventative Maintenance Contracts for Roberts Street. In the coming weeks, the District expects to hear about awards for the following grant applications:

- Bus and Bus Facilities grant for electric vehicles (partnered with GNHTD.)
- Areas of Persistent Poverty Grant (partnered with the City of Hartford.)

The District is developing a Climate Action Plan as part of FTA's Sustainable Transit for a Healthy Planet Challenge. The plan will be completed by April 15, 2022. Other project updates included discussion on the fuel tank conversion project which was completed and passed inspection in February, and the department is also continuing to work with the A&E firm and contractors on plans for Phase II of the Union Station Roof project. Mr. Mitchell inquired as to what type of electric vehicles are being pursued under the grant. Ms. Drake stated that the vehicles are Ford Transits that will be converted to allow for wheelchair accessibility. There will be a total of ten vehicles ordered (the District will receive six and the other four will go to GNHTD).

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

- The Greater Hartford Transit District has an existing CARES Act grant that provided \$2.9 million to the District, however the ongoing pandemic has resulted in the continued need for FTA's COVID-19 relief funding. The District is on course to draw down all remaining funds from the initial grant, and she emphasized that the agency does not receive any additional operating funds from FTA outside of the COVID relief funding. She stated that the District applied for and received \$2.4 million in additional funds by way of the American Rescue Program Plan which will help the ADA paratransit service to continue to operate without interruption. She provided examples of how these funds are used and how they are federally eligible to pay for increases for drivers, fleet maintenance staff, schedulers, reservationists, customer service, etc. The money has also been used for retaining and recruiting employees. Other eligible costs include maintaining a safe environment under CDC and federal cleaning protocols by way of procuring PPE equipment for front line employees and keeping up with daily sanitizing of both sites.
- Working with a consultant to assist with appealing the new assessment on Hartford Union Station in which the re-evaluation rose substantially.
- Currently in negotiations for the Dunkin Donuts leasehold with a restaurant group.
- In current negotiations for the US News leasehold.
- Completed a short-term lease with a construction contractor for space in the old transportation center.
- Negotiating with a major bank to rent space for an ATM which will be vacated by Bank of America.
- Donated a vehicle to the Town of East Hartford for the fire department. One critical use of the bus will be for firefighters needing rehab at major fire events.

Mr. Mitchell then called upon Ms. Shotland to provide the CRCOG Transportation Committee reports combined from both January 22nd & February 14th, 2022. He stated that Car Share Advance CT, an economic development group that works closely with the State, reached out to CROCG about potential opportunities for partnering with municipalities on car share. Mr. Malone asked interested Towns to contact him via e-mail at tmalone@crcog.org. It was also announced that Matt Hart was selected as CRCOG's new Executive Director to replace Lyle Wray. Mr. Lyons stated he got to know Matt Hart and stated that he was a valuable asset to the Town of West Hartford and encouraged board members who may attend CRCOG meetings to introduce themselves to him if given the chance.

At the February meeting the \$1.5 billion in RAISE Discretionary Grants were discussed. The Rebuilding American Infrastructure with Sustainability and Equity program provides a unique opportunity for the DOT to invest in road, rail, transit and port projects that promise to achieve national objectives. The application deadline is April 14, 2022. The minimum award is \$1 million for rural projects and \$5 million for other projects.

Mr. Mitchell called for new business. There being no further business brought before the Board, he reminded the Directors that the Annual Meeting will be held on May 19th. Mr. Raney next moved that the meeting be adjourned. Upon seconding by Mr. Desai, the motion passed by a vote of 27.60yea, 0.00 nay, and 0.00 abstention. The Regular Meeting was adjourned at 7:55 p.m.

Respectfully submitted,

for Walter J. Shottland (Executive Director)
David Raney/Secretary

Adopted: 05.19.22