



REGULAR MEETING  
BOARD OF DIRECTORS  
GREATER HARTFORD TRANSIT DISTRICT  
Hartford Connecticut  
December 15, 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 both a remote and in-person meeting (hybrid.) The following Directors were present: Joan Gamble (2.19), Bloomfield; Stephen F. Mitchell (2.14) and Kevin Mooney (2.14), Enfield; Nanci Fitzgerald (1.36), Farmington; Richard Alger (1.00), Granby; Paul McNamara (3.04), Manchester; Dimple J. Desai (2.12), Rocky Hill; Gary Pitcock (1.37) and Michael LeBlanc (1.37), South Windsor; Alan Lubin (1.54), Vernon; Cindy Jacobs (1.39), Wethersfield; Ricardo Quintero (1.50) and David Raney (1.50) (arrived 7:29pm), Windsor. District staff present were Vicki L. Shotland, Executive Director; DJ Gonzalez, Operations Administrator; Nhan Vo-Le, Chief Financial Officer, and Mary Bujeaud, Director of Grants, Procurement and Contract Administration. (*The numbers represented in the parenthesis of this paragraph equate to the weighted vote for each Director in attendance.*)

The Chairman asked if there were any members of the public who wished to address the board. There were none. Ms. Gamble then moved adoption of the November 10, 2022 meeting Minutes, which was seconded by Mr. Mooney and approved by a vote of 21.16 yea, 0.00 nay and 0.00 abstention.

The Chairman than asked Mary Bujeaud to provide an update on the Public Transportation Agency Safety Plan (PTASP) which was updated to include data for 2021 as well as to include the new FTA requirements. Mr. Pitcock then moved adoption the Updated Public Transit Agency Safety Plan which was seconded by Mr. Quintero and approved by a vote of 21.16 yea, 0.00 nay and 0.00 abstention. Mr. Quintero asked if these changes were required by the FTA. Ms. Bujeaud confirmed that they were. The Chairman than asked Mary Bujeaud to provide an update on the Title VI Plan in which she did. Mr. McNamara then moved adoption the Updated Public Title VI Plan which was seconded by Ms. Gamble and approved by

a vote of 21.16 yea, 0.00 nay and 0.00 abstention. Mr. Mooney asked if it was federally mandated to translate these languages. Ms. Shotland confirmed that is it a federal requirement.

The Chairman next called for the acceptance of the District's Final FY2022 Budget and Revised FY2023 Budget, each as presented at the public hearing held November 10, 2022, published in The Hartford Courant on November 22, 2022, and presented to this meeting. The Chairman noted that the FY2022 audit report was accepted at the Board's November meeting subject to revisions necessary to reflect changes made by the Board, if any, to the revised FY2021 annual budget presented at that meeting.

He requested two separate motions. Ms. Fitzgerald made the motion which was seconded by Ms. Gamble to accept the District's Final FY2022 Budget as presented. The motion passed 22.66 yea, 0.00 nay and 0.00 abstention. There being no revisions made to the revised budget as adopted, there will be no revisions to the audit report necessary. Mr. Mooney inquired as to the reason the budget is posted in the newspaper. Mr. Mitchell responded that it is a legal requirement. Ms. Shotland stated that each member town receives the public notice for posting and distribution. Mr. Quintero made the following motion which was seconded by Mr. Desai to accept the District's Revised FY2023 Budget as presented. The motion was passed with 22.66 yea, 0.00 nay and 0.00 abstention.

The Chairman requested that Ms. Vo-Le present the financial report. A summary of the District's budgets and actual results as of October 31, 2022 were as follows. Ms. Vo-Le stated that during the first four months of FY2023 (July – October), the Special Revenue Fund's actual revenue totaling \$11.1ML is higher than the adopted budget by 14% or nearly \$1.6ML. This unfavorable variance is primarily due to CTDOT's approved funding changes. Approximately \$10.5ML of that total was funded by CTDOT grants, \$541K by FTA grants, local match and other equated to \$62K. On the expenditure side, the actual spending (\$11.1ML) was spent as follows: \$10.1ML for transportation projects, \$357K for professional services, and \$634K was spent on administrative costs. This fund consists of three programs: Operating, Administrative, and Capital. For the first four months of this fiscal year, while the Operating Program accounted approximately \$7.7ML in actual costs the Administrative and Capital programs reported \$2.9ML and \$447K; respectively. The General Fund is the District's operating fund and its primary funding sources consist of member town dues and interest earnings. The General Fund's actual excess of revenues over expenses was \$123K which was 11% or \$13K over the adopted budget. This increase is primarily a result of higher STIF interest rate. The Enterprise Fund had a strong financial performance yielding \$66K in excess of revenues over expenditures with approximately \$961K and \$895K in total actual revenues and expenditures; respectively. Comparing this result to the adopted budget, this fund yields a favorable variance of 14% or a little of over \$9K in excess of revenues over expenditures. Overall, the District had anticipated an estimated \$167K in excess of revenues over expenditures for all three funds, but the favorable difference was \$189K which is approximately \$22K or 12% over the adopted budget. This actual excess amount is broken down by

the General Fund's positive result of \$123K and the increase to the Enterprise Fund of \$66K. Ms. Gamble made a motion for acceptance of the financial report which was seconded by Mr. McNamara. The motion was passed unanimously 22.66 yea, 0.00 nay and 0.00 abstention.

Mr. Mitchell provided an overview to the Directors on the GHTD RFP #04-023 and selection process that took place in regard to the final decision on a legal firm. Ms. Fitzgerald next made motion to engage the firm of Day Pitney, LLP as the District's Legal Counsel for the next two Fiscal Years ending December 31, 2024. The motion was seconded by Mr. Mooney. The motion was passed unanimously 22.66 yea, 0.00 nay and 0.00 abstention.

Mr. Mitchell provided an overview to the Directors on the GHTD RFP #03-023 and selection process that took place in regard to the final decision on an Audit Services Firm. Mr. Mooney next made motion to engage the firm of CliftonLarsonAllen LLP as the District's Auditing Services Firm the next two Fiscal Years ending December 31, 2024 with direction given to the Executive Director to enter into negotiation with the firm regarding their proposed hourly rates. The motion was seconded by Ms. Gamble. The motion passed unanimously 22.66 yea, 0.00 nay and 0.00 abstention.

Mr. Mitchell asked Ms. Shotland to provide the ADA & Operations Report. She stated the following:

- PASS-WEB/EZ-Wallet (online booking and payment website) went live on 11/14/2022. The eligibility department marketed the release by updating the District's website, announcing the release date at a forum on 11/9/22, emailing out information to passengers/community providers, updating informational handouts given to applicants during the application process, and information will also be featured in the District's upcoming newsletter. The District is discussing PASS-WEB/EZ-Wallet during site visits with community agencies and during tabling events.
- The next project the District will focus on is refreshing the scheduling software environment for backup purposes.
- Free fares have been extended to March 31, 2023. Mr. Quintero asked if the fares only pertained to buses. Ms. Shotland responded affirmatively to his question.
- The District has been awaiting vehicle delivery for seventeen more vehicles. Prior to acceptance, the vehicles will be inspected by DJ Gonzalez and First Transit's fleet manager.

Mr. Mitchell then called upon Ms. Bujeaud to update the Directors in regard to the Grant/Contract/& Procurement Department's report. She stated that GeoDesign Inc. continues to do visual observations and monitoring of the retaining wall and parking lot area. The District is currently reviewing a proposal from a subconsultant on the civil engineering portion of the design work. The RFP for Security Services at Union Station and Roberts Street is currently under review by Procurement Staff. The existing

contract expires in February. Staff is developing RFPs for HVAC Preventative Maintenance at Roberts Street as well as for Transit Advertising on buses. In early 2023 staff will begin procurements for projects including (but not limited to) A&E for replacing drain pipes in the Great Hall from the roof to the ground through the Brownstone, Bus Bay improvements (fences, gates, safety rails, concrete, etc.) The District hosted a Disadvantaged Business Enterprise (DBE) Outreach Meeting on December 13<sup>th</sup>. The CT Department of Administrative Services and Southeast Area Transit District also participated in this meeting. The goal was to present information to DBEs, SBEs and MBEs about upcoming contracting opportunities, how our procurements work, etc. The Security Booth at Roberts Street should be installed and ready to host a security guard by the end of December. Once delivered, the booth needs the electrical tied in as well as IT and Video Surveillance Equipment installed and tested.


Mr. Mitchell then called upon Ms. Shotland to provide her Administrative report. She reported that the District was re-awarded both the Statewide Drug & Alcohol Consortium Program and the Statewide Insurance Consortium. Various member locations across Connecticut are served under the auspices of the Statewide Drug and Alcohol Consortium, which is coordinated by the District. Members secure testing and program support services as well as a variety of resources and training to assist in the effective operation of drug and alcohol testing programs as dictated by regulations under the Federal Transit Administration. Also, on behalf of the State of Connecticut Department of Transportation, the District serves as Administrator of the Insurance Consortium which procures general automobile, property damage and excess automobile liability insurance on behalf of twelve transit districts in the state. She next stated that the District is procuring a large Passenger Information Display Terminal for CTrail which will be placed in the new customer service center in the lower Transportation Center. This will be a valuable resource for passengers. She also said that she finalized negotiations with Greyhound so that they will continue to be a long-term tenant at Union Station. The Chase ATM was finally installed and is another amenity that was missed when Bank of America left in February. She noted that she was elected as the NorthEast Passenger Transportation Association's (NEPTA) President for this upcoming year. She had served in this capacity prior and has been on the Board of Directors serving as an Officer or Director for over (18) years. NEPTA is a 122-year old non-profit organization made up of both passenger transportation professionals and those in private sector transit-related businesses. She then discussed that the District purchased a small electric pool car. The Chevy Bolt replaces a gas-powered vehicle which had met its useful life. Finally, she noted that the marker dedication ceremony honoring Katharine Houghton Hepburn went very well and even included the Lieutenant Governor as a speaker. The marker will be strategically placed outside of Union Station on the Union Place side of the building.

Mr. Mitchell then stated that there was no November CRCOG meeting and the next one will be held on December 19<sup>th</sup>. Mr. McNamara did reiterate that the November meeting was cancelled because they held public meetings on the update of their Metropolitan Transportation Plan (MTP) on November 16<sup>th</sup>

and 17<sup>th</sup>. The Metropolitan Transportation Plan establishes the vision for the region's transportation system, highways, local roads, bicycles, pedestrian and more for the next twenty-five (25) years.

Mr. Mitchell called for new business. He reminded the Directors that the next meeting will be held on March 2, 2023. There being no further business brought before the Board Mr. Mooney moved that the meeting be adjourned. Upon seconding by Ms. Jacobs, the motion passed by a vote of 21.30 yea, 0.00 nay, and 0.00 abstention. The Regular Meeting was adjourned at 7:57p.m.

Respectfully submitted,

  
for David Raney (Ex-DIRECTOR)  
Secretary

Adopted Minutes: 03.02.23