



REGULAR MEETING
BOARD OF DIRECTORS
GREATER HARTFORD TRANSIT DISTRICT
Hartford Connecticut
March 2, 2023

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

At 7:10p.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 by way of a virtual meeting. 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; Nanci Fitzgerald (1.36), Farmington; Richard Alger (1.00), Granby; Sita Nyame (3.08), Hartford; James McCavanagh (3.04) and Paul McNamara (3.04), Manchester; 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), Windsor. District staff present were Vicki L. Shotland, Executive Director; DJ Gonzalez, Operations Administrator; Nhan Vo-Le, Chief Financial Officer, 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.)*

Mr. Mitchell welcomed the Board, and then mentioned that Ferguson Jansen has provided his resignation after serving as a Director for over twenty-two years in that capacity. Mr. Mitchell had many words of praise in honor of Mr. Jansen. The Chairman next asked if there were any members of the public who wished to address the board. There were none. Mr. Pitcock then moved adoption of the December 15, 2022 meeting Minutes, which was seconded by Mr. Quintero and approved by a vote of 28.21 yea, 0.00 nay and 0.00 abstention.

The Chairman requested that Ms. Vo-Le provide the financial report. A summary of the District's budgeted and actual results as of January 31, 2023 was presented. She stated that at the end of the first seven months of FY2023 (July – January), the Special Revenue Fund had accumulated a total of \$17.7ML in actual revenues. Comparing this to the budget, the amount is higher than the adopted

budget by nearly 19% or \$2.8ML. This unfavorable variance is primarily due to CTDOT's approved funding changes. Approximately \$16.7ML of that total was funded by CTDOT grants, \$923K by FTA grants, local match and other equated to \$115K. On the expenditure side, the actual spending (\$17.7ML) was: \$16.1ML for transportation projects, \$474K for professional services, and \$1.1K was spent on administrative costs. This fund consists of three programs: Operating, Administrative, and Capital. While the Operating Program accounted for approximately \$13.2ML in actual costs the Administrative and Capital programs reported \$3.7ML and \$824K; respectively. The General Fund is the District's operating fund. Its primary funding sources consist of member town dues and interest earnings. The General Fund ended with a solid financial performance. At the end of January 2023, this fund yielded \$175K in actual excess of revenues over expenses and 44% or \$53K over the adopted budget. This increase is primarily a result of higher STIF interest rates. The Enterprise Fund is used to account for the District's transportation center and parking lot. This fund also had a strong financial result, yielding almost \$73K in actual excess of revenues over expenditures with approximately \$1.4ML and \$1.3ML in actual revenues and expenditures; respectively. Comparing this result to the adopted budget, this fund yielded an unfavorable variance of 27% or \$26K in excess of revenues over expenditures. Overall, the District had anticipated an estimated \$221K in excess of revenues over expenditures within all three funds, but the favorable difference was nearly \$248K which is \$27K or 12% over the adopted budget. This actual excess amount is broken down by the General Fund's positive result of \$175K and the increase to the Enterprise Fund of \$73K. Ms. Jacobs inquired about the large difference in the Enterprise Fund in regard to the budget vs. actuals for the CTDOT Grants. Ms. Vo-Le explained that there were fewer capital projects that took place during this seven-month period than anticipated. Mr. Mitchell also noted that another contributing factor is the timing of projects. Mr. Mooney inquired as to why the budget vs. actuals always match. Ms. Vo-Le stated that he may have been referring to the fact that the November budget to actuals are adjusted based on the audited results. Mr. Mitchell then called for a vote in regard to the financial report. Ms. Fitzgerald made the motion for acceptance which was seconded by Mr. McNamara. The motion passed unanimously 28.21 yea, 0.00 nay and 0.00 abstention.

Mr. Mitchell asked Ms. Shotland to provide the ADA & Operations Report. She stated that beginning in March drivers will receive training on going paperless with manifests. If the mobile data terminals go down, then paper manifests will be used. There is an anticipated savings in time throughout the system which equates to dollar savings. The transition to going paperless with manifests will be done in stages. She then discussed that the IT team will be working with the software program Trapeze to reduce the size of the database. Reducing the size of the database will speed up the time required to back up the system. Representatives from the Federal Transit Administration as well as independent evaluators were scheduled to visit the District to review the Encompass program, however it was postponed due to weather. The visit will be rescheduled. The District will be notifying passengers of fares resuming on 4/1/2023 once it is confirmed. First Transit is pursuing having an East Hartford High

School student intern during the summer months at the Roberts Street location. The remainder of the vehicle order of (20) Ford Transits has been delivered. Finally, she mentioned that the Security Booth at Roberts Street is operational with security staff on-site.

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. has completed a report on the Geotechnical Investigation and Engineering Analysis for the retaining wall at 148 Roberts Street. The report includes summaries of subsurface conditions; visual and survey monitoring observations; and recommendations for wall remediations. The District is reviewing this information as well as the proposals from GeoDesign for final design of the wall and the proposal from a subconsultant on the civil engineering portion of the design work. Ms. Bujeaud noted that the District will soon execute the Design and Construction Phase Agreement and Easement Agreement with Amtrak in order to move forward with the completion of the roof replacement project at Union Station. The RFP for HVAC Preventative Maintenance at Roberts Street is currently under review by District and First Transit Staff. The existing contract expires in April. Staff is developing procurements for Transit Advertising on buses, A&E for replacing drain pipes in the Great Hall from the roof to the ground through the Brownstone, and Bus Bay improvements (fences, gates, safety rails, concrete, etc.) Staff is also working to procure a tow truck and additional security cameras for Union Station and Roberts Street. Management is working to develop our capital funding request for 2023 and will meet with CTDOT in early March to discuss the request. Staff is working to put together a request for Low-No Emissions Grant funding that can be used to purchase electric vehicles among other things. Once a contract is executed for the Electric Paratransit Buses, District Staff will begin working on a grant amendment and vehicle order for approximately 6 vehicles. Two older bus shelters will be removed and replaced with new shelters in Hartford (Park and Laurel) this summer. The shelters and installation are paid for with grant funds through the District as part of the Transit Enhancement program. Shelters will be owned and maintained by the City of Hartford. Ms. Bujeaud reported that she recently attended a Transit Bus Summit in Dallas, Texas. The purpose of the summit was to connect with other transit agencies that are experiencing similar challenges or success and to connect with industry leaders that promote products and services that can help optimize transit systems. Since the Board and staff enjoyed the Yard Goats baseball game at Dunkin' Donuts Park so much last fall, staff is planning another event this summer.

Mr. Mitchell then called upon Ms. Shotland to provide her Administrative report. She discussed several topics that included, but were not limited to; damage due to the frigid weather in early February which affected the sprinkler system and two elevators, five-year event license signed by Breakfast, Lunch & Dinner, LLC for the continuation of Winterfair at Hartford Union Station, going to market leasehold space on the 2nd floor, extension agreed to for Peter Pan Bus Lines lease through 2028, attended a meeting with the Mayor and Town Manager in Vernon to discuss various issues, finalized the Statewide Drug & Alcohol and Insurance Consortium contracts with CTDOT, pursuing the opportunity to oversee

the Rural Transit Assistance Program, determining if it is in the District's interest to seek funding to provide "Microtransit." She explained that this is an on-demand service available to the general public that uses app-enabled trip request and fare payment functions. It is generally used as a complement to fixed route service, providing transportation during time periods or in geographic regions poorly served by regular local service. She noted that if the District pursues this initiative we would only provide ADA Paratransit to eligible riders. Mr. Hayes asked if Microtransit could work in the East Windsor and Broad Brook areas. Ms. Shotland stated that it would be possible and the District will reach out to him if we move forward with applying for the funds. Finally, she said that the District is responding to the Office of the Inspector General in regard to a "real property" audit. Several transit organizations across the nation were selected for the oversight review. Mr. McNamara inquired if towns may express hesitance to pay dues. Ms. Shotland said she did not anticipate that.

Mr. Mitchell then requested that Mr. McNamara provide the CRCOG Transportation Committee Report. He stated that CTDOT is putting together a Statewide Bus Shelter Program. There will be more information in the future about how this program will work. He also noted that the Capitol Region's Metropolitan Transportation Plan (MTP) provides a 25-year overview of the anticipated major transportation improvements and investments in the Capitol Region. The draft plan has been posted on their website. Public Meetings will be held on March 8th and March 9th. Details in regard to attending those meetings are available on their website.

Mr. Mitchell called for new business. He extended condolences and wanted to acknowledge the loss of Ms. Pet's husband who recently passed away. He then reminded the Directors that the Annual Meeting will be held on May 18, 2023. There being no further business brought before the Board Mr. Quintero moved that the meeting be adjourned. Upon seconding by Ms. Jacobs, the motion passed by a vote of 28.21 yea, 0.00 nay, and 0.00 abstention. The Regular Meeting was adjourned at 8:23 p.m.

Respectfully submitted,


for Vicki L. Shotland (Ex. Director)
David Raney/Secretary

Adopted: 05.18.23