



REGULAR MEETING  
BOARD OF DIRECTORS  
GREATER HARTFORD TRANSIT DISTRICT  
Hartford Connecticut  
September 14, 2023

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

At 7:09 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 by way of a Zoom 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; Sita Nyame (3.08), Hartford; James McCavanagh (3.04) and Paul McNamara (3.04)(arrived at 7:31pm), Manchester; Gary Pitcock (1.37), South Windsor; Alan Lubin (1.54), Vernon; David Giordano (3.26) and John W. Lyons (3.26), West Hartford; Cindy Jacobs (1.39), Wethersfield;) and David Raney (1.50), Windsor. District staff present were Vicki L. Shotland, Executive Director; Nhan Vo-Le, Chief Financial Officer; Mary Bujeaud, Director of Grants, Procurement and Contract Administration; and Margaret Banker, Director of ADA Paratransit Services. *(The numbers represented in the parenthesis of this paragraph equate to the weighted vote for each Director in attendance.)*

The Chairman then asked if there was any member of the public who wished to address the Board. There were none. The Chairman gave the Directors a moment to look at the draft Minutes from the Annual Meeting. Ms. Jacobs then moved adoption of the June 22, 2023 Regular Meeting Minutes, which was seconded by Mr. Hayes and approved unanimously by a vote of 25.07 yea, 0.00 nay and 0.00 abstention.

The Chairman next asked for presentation of the current financial report which was provided by Ms. Vo-Le. The Chairman requested that Ms. Vo-Le provide the financial report with results through June 30, 2023. She stated that for fiscal year 2023, the Special Revenue Fund had accumulated a total of nearly \$30.8ML in actual revenues to cover for its various program costs including operating, capital, and administrative that equates to the same amount (\$30.8ML). Comparing this to the budget, the actual amount is higher than the adopted budget by 13% or \$3.6ML. This adopted budget will be adjusted in November to reflect the additional funding. General Fund had a strong financial performance yielding approximately \$339K in excess of revenues over expenditures with approximately \$389K and \$50K in total actual revenues and expenditures; respectively. Comparing this result to the adopted budget, the General Fund has yielded a favorable variance of 58% or almost \$125K in excess of revenues over expenditures. This favorable variance is a result of rising STIF interest rates. The Enterprise Fund has also

shown a robust result; yielding a favorable variance of \$274K in excess of revenues over expenditures. During fiscal year 2023, it had generated a total of \$2.2ML in actual revenues and \$1.9ML in actual expenditures. Comparing this to the budget, the actual excess amount is higher than the budgeted by \$111K as a result of a higher cost center allocation. Overall; the District yielded a total of \$613K in excess of actual revenues over expenditures and this is \$236K higher than budgeted. This excess amount is made up \$339K in the General Fund and \$274K in the Enterprise Fund.

Mr. Mitchell then asked for acceptance of the financial report as presented. Mr. Mooney made a motion for acceptance of the financial report which was seconded by Ms. Fitzgerald. The motion was passed by a vote of 25.07 yea, 0.00 nay and 0.00 abstention. Ms. Jacobs had inquired about the variances in regard to the Enterprise Fund. Ms. Vo-Le explained that the differences were due to the delayed construction of the roof project.

Mr. Mitchell asked Ms. Banker to continue with the ADA Paratransit Service Report. She stated that:

- The ADA eligibility department is putting together a “Transit Day” event in October in collaboration with CTtransit and the Kennedy Collective. The staff will educate seniors and people with disabilities on using the local bus system. The event will feature an educational class and a trip on the fixed route system with a quick stop at the Mark Twain House.
- The storage retention period for the Seon camera system on the ADA Paratransit vehicles is being increased to hold video footage for approximately (34) days from the current (15-20) days.
- The District’s third-party contractor, Transdev, performed testing of tablets on the T-Mobile network. The testing is to make sure that the DriverMate tablets will work in areas that typically have poor coverage with the current mobile data terminals. The District may stay with the current vendor (Verizon), but a comparative cost tabulation and an operational analysis is being performed to make a final decision.
- Transdev had an annual mobility device retraining with all of their drivers. Some passengers that use various mobility devices were invited to share their feedback and assist. This provided the drivers with a hands-on training and to improve their understanding of the disabled person’s specific needs and concerns. The District is investing in updated mobility device equipment to assist in the new driver training process.
- In November the ADA Paratransit service area will be expanding further into the central Connecticut region which includes Southington and Bristol. The funds for the expansion were approved by the state legislature.

Mr. Mitchell asked Ms. Bujeaud to present her department’s report. She stated the following:

- GeoDesign is currently developing two design options for the Retaining Wall. Bid documents are expected to be complete in November 2023.

- The District and its contractor received the Temporary Permit to Enter for the final stage of the Union Station Roof project. The construction is anticipated to begin in mid-September, and construction is expected to be complete by mid-December.
- The design project to replace the drain pipes in the Great Hall of Union Station is underway with A&E firm Simpson Gumpertz and Heger.
- Staff is preparing to go out to bid for the Union Station Heating, Ventilation, and Air Conditioning project this fall.
- There are solicitations out for a number of miscellaneous capital projects at Roberts Street including: purchase of vehicle maintenance equipment, purchase and installation of a used oil heater for the wash bay to prevent pipes from freezing; and increased vehicle camera video retention etc.
- Staff is preparing to place the order for the Electric Ford Transits and will be purchasing 6 for GHTD and 2 for GNHTD (Greater New Haven Transit District) once the required Pre-Award Buy America Audit is complete.
- Staff is also working on annual updates to the Public Transit Agency Safety Plan (PTASP) and the Transit Asset Management Plan (TAM).

Mr. Lyons inquired if the District is going out to bid for the Electric Vehicle Transit Project. Ms. Bujeaud explained as part of this joint project, Greater New Haven Transit District previously went out to bid for these vehicles and the District will be purchasing off of that specific contract.

Mr. Mitchell asked Ms. Shotland to provide her administrative report. She noted the following:


- The District's law firm has begun the litigation process in regard to the retaining wall.
- Discussions are continuing in regard to the upper north side mezzanine with a prospective tenant.
- Negotiating with two new companies to install more advanced and high-tech vending machines in the Transportation Center which will provide a consistent revenue stream based on rent vs. commission.
- It was mentioned at the last board meeting that our agency submitted a proposal to CTDOT to oversee the Statewide Rural Transportation Assistance Program. This program includes; training, technical assistance, research, and other support services for rural and small urban transit systems. The District was selected to be the administrator of the program.
- The Request for Proposal in regard to the "Microtransit" program received several bidders, however CTDOT is delaying the final selection of award for several months due to a funding conundrum.
- District staff is creating another "Emergency Action Plan," but this time it will be strictly for 148 Roberts Street. The Union Station plan will be a template to help develop the one for our Operations & Maintenance Facility. The plan includes, but is not limited to; fire prevention, fire notification and general building evacuation, medical emergencies, shelter-in-place, active shooter response, and bomb threats, etc.

Mr. Mitchell then asked Mr. McNamara to provide an update on the CRCOG Transportation Committee meetings held on June 26<sup>th</sup> and July 24<sup>th</sup> respectively. Mr McNamara mentioned:

- That at the June 26<sup>th</sup> meeting the Transportation Improvement Plan Amendments were approved, which included the addition of funds for the GHTD 2023 Capital Plan for Union Station repairs and improvements, State of Good Repair (SOGR) for the Roberts Street Facility (SOGR), and replacement of paratransit vehicles.
- CRCOG also reviewed the Climate Pollution Reduction Grants Program, a cooperative agreement with the Environmental Protection Agency (EPA) providing grants to states and local governments to develop and implement plans for reducing greenhouse gas emissions and other harmful air pollution.
- At the July 24<sup>th</sup> meeting CRCOG staff recommended that \$6.2M of funding for the Carbon Reduction Program be reallocated for the Berlin Turnpike Signal project with “Connected Vehicle Technology”. This program is one of many new federal formula programs under the Infrastructure Investment and Jobs Act (IIJA) and has strict project eligibility requirements. To ensure funding does not lapse, it is necessary to initially seed these new programs with projects that are already in development.
- The next Transportation Committee meeting will be held on September 18<sup>th</sup>.

At 7:49 p.m. the Chairman declared that the Board of Directors would move into Executive Session to discuss “Personnel Matters” and that no votes would be taken. At 8:38pm Mr. Mitchell reconvened the Regular Meeting. The Directors were reminded that the next board meeting will be held on November 9, 2023. 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, Ms. Pet moved that the meeting be adjourned. Upon seconding by Mr. McNamara, the motion passed unanimously by a vote of 27.81 yea, 0.00 nay, and 0.00 abstention. The Regular Meeting was adjourned at 8:38p.m.

Respectfully submitted,

  
for David Raney/Secretary