



REGULAR MEETING
BOARD OF DIRECTORS
GREATER HARTFORD TRANSIT DISTRICT
Hartford Connecticut
December 14, 2017

Frank Lord, Vice Chairman (*from 7:02pm-7:14pm*)
Stephen F. Mitchell, Chairman (*from 7:14pm-8:27pm*)
Presiding.....

At 7:02 p.m., a quorum determined to be present; Mr. Lord 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: Joan Gamble (1.84), Bloomfield; Peter J. Bonzani (2.30) and Marilyn Pet (2.30), East Hartford; Gilbert Hayes (1.00), East Windsor; Stephen F. Mitchell (2.00) (arrived at 7:14pm) and Kevin Mooney (2.00), Enfield; Nicholas Addamo (2.79), Kevin R. McKernan (2.79), Frank Lord (2.79), and Jennifer Cassidy (2.79), Hartford; James R. McCavanagh (2.61), Manchester; Ferguson R. Jansen (2.11), Simsbury; and David Giordano (2.83) West Hartford. District staff present were; Vicki L. Shotland, Executive Director, DJ Gonzalez, Operations Administrator, Nhan Vo-Le, Director of Fiscal & Administrative Services, and 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.)*

The Vice Chairman asked if there was any members of the public who wished to address the board. There were none.

Mr. Hayes then moved adoption of the November 9, 2017 meeting minutes, which was seconded by Ms. Gamble and approved without modification by a vote of 28.15 yea, 0.00 nay and 0.00 abstention.

Mr. Lord then asked for acceptance of the recommendation by the Ad Hoc Audit Services Proposal Review Committee Recommendation for Award of Auditing Services Contract under GHTD RFP #04-018 to BlumShapiro. Mr. Giordano moved to accept the recommendation, which was seconded by Mr. Mooney. The motion was passed with 28.15 yea, 0.00 nay and 0.00 abstention.

Mr. Lord asked if the scoring criteria was helpful. Mr. Giordano agreed that it was and that committee discussion had also helped to narrow down the top choices.

The Vice Chairman next called for the acceptance of the District's Final FY2017 Budget and Revised FY2018 Budget, each as presented at the public hearing held November 9, 2017, published in *The Hartford Courant* on November 14, 2017, and presented to this meeting. He requested two separate motions. Mr. Bonzani made the following motion which was seconded by Ms. Gamble: "Resolved, that the District's Final FY2017 Budget as presented to this meeting be adopted." The motion was passed with 28.15 yea, 0.00 nay and 0.00 abstention. The Executive Director noted that the FY2017 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 FY2017 annual budget presented at that meeting. There being no revisions made to the revised budget as adopted this evening, there will be no revisions to the audit report necessary. Mr. Jansen made the following motion which was seconded by Mr. Hayes: "Resolved, that the District's Revised FY2018 Budget as presented to this meeting be adopted." The motion was passed with 30.15 yea, 0.00 nay and 0.00 abstention.

Mr. Mooney made the following motion which was seconded by Ms. Gamble: "Resolved, that the 2017 Financial Audit Reports be accepted." The motion was passed with 28.15 yea, 0.00 nay and 0.00 abstention. Mr. Lord asked if there was a records retention policy and it was acknowledged by staff that there is.

At 7:14 the Chairman arrived requesting that Ms. Vo-Le present the financial report. Ms. Vo-Le noted that for the first four months of this fiscal year the Special Revenue Fund has generated \$8,859,304 in revenues and incurred the same amount in expenditures. Comparing actual result to budget, this fund is \$583,207 over budget due to a decrease in the anticipated ADA budget that was approved by CTDOT and due to continued construction activities at 148 Roberts Street, East Hartford. She stated that the General Fund has generated \$80,862 in actual revenues, incurred \$7,772 in actual expenses, and yielded \$73,090 in excess of revenues over expenses. As compared actual to budget, General fund actual revenues and expenditures are favorable by \$6,914 and \$5,895; respectively. She noted that the Spruce Street Parking Lot actual revenues, expenditures, and excess of revenues over expenditures are: \$112,232, \$40,507, and \$71,725; respectively. It was stated that the Union Station (public operations) had a strong financial performance yielding \$42,717 revenues over expenses. She maintained that the Union Station (private operations) actual revenues and expenditures totaled \$314,630 and \$338,257;

respectively, and yielded \$23,627 in excess of expenditures over revenues. In regard to the Enterprise Fund, the total excess of revenues over expenditures is currently \$3,368 lower than budget. Overall, the District has generated \$9,569,997 in actual revenues and incurred \$9,406,092 in actual expenditures. Mr. Mooney inquired if there is an explanation as to why revenues are down in the parking lot. Ms. Shotland stated that it may be due to CT*fastrak* ridership and losing spots due to the viaduct construction over the past several months. She stated that she anticipates a significant increase when CT*trail* starts service in May '18.

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. Pet. The motion was passed unanimously 30.15 yea, 0.00 nay and 0.00 abstention.

Mr. Mitchell then asked Mr. Gonzalez for his ADA presentation at which time Mr. Gonzalez stated the following:

- An order for twenty-five (25) new replacement buses has been placed, awaiting the manufacturer's schedule.
- The construction contractor is still working on 148 Roberts Street "punch list" items; however a lot of progress has been made. In particular there is an issue with the concrete floor in the fuel and wash bay areas. Mr. Hayes asked who is responsible for paying for the concrete floor repair, and was told that the contractor is as they did not follow the specs properly.
- Still working on several preventive maintenance contracts for the new facility.

Mr. Mitchell asked Mr. Gonzalez to continue with his Operations Report. He stated the following:

- An HVAC unit at Chango Rosa needs replacement, but have asked the contractor to wait until the holiday season is over so not to disrupt business at the restaurant.
- Was informed that the work that CTDOT is conducting on the I-84 viaduct will run until next year.
- Several large Union Station facility contracts are coming up for either renewal or to go out for bid in 2018.
- Publishing and posting updated regulations for Union Station. The regulations are being rolled out to security and our tenants.
- Visited all eleven insurance consortium sights based on the District's oversight process for the program.

Ms. Cassidy inquired about the parking lot retaining wall. Mr. Gonzalez is continuing to look into this.

Mr. Mitchell then called upon Ms. Deppe to provide her department's report. She stated the following:

New Britain

The City incorporated comments from CTDOT and went out to bid for the Beehive Bridge project on 10/24/17. There will be an addendum issued to include additional phases in order to be able to utilize all of the federal funds. The bid opening will be rescheduled for January 9, 2018.

Brownstone Repairs

The District has awarded a contract to Capasso Restoration for the Brownstone Restoration project. The contractor will do a thorough examination of the Brownstone on the North side of the building this fall and ordering materials over the winter. The award for this project was well under the project budget, so the District will be working with architects Simpson Gumpertz and Heger to develop specs, drawings and bid documents in order to go out to bid again to include additional phases in this project.

Title VI

Ms. Drake was able to work with the District's subrecipients (Hartford, Enfield, New Britain and Mansfield) to develop full Title VI programs. In November, she submitted all of the required materials to FTA to satisfy the requirements of the Triennial Review Title VI finding.

Procurement

The District is working on a number of contract extensions as well as procuring a number of new contracts including some of the following: HVAC and Security Camera Preventive Maintenance for Roberts Street and Security Services for Union Station.

TIGER IV

In regards to Bushnell Park North, the major remaining issues are the wall and the landscaping. The city has hired a contractor to clean a section off the wall to remove the efflorescence, remove the stone caps, install new membrane flashing, and install the stone caps with caulk on the joints. There will be a meeting on December 19th to discuss the wall and release of retainage for this project. Repairs to the damaged bollards on Union Place and to the Union Station steps are complete. Both of these repairs are paid for by the City of Hartford. Ms. Cassidy asked what is going on with the dead trees on Union Place. Ms. Deppe said that most of the landscaping issues discussed are around Bushnell Park, however she will look into the status of the Union Place trees.

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

- A 2nd request was submitted for a City of Hartford tax refund for approximately \$9,100.
- Member town dues will be distributed shortly.
- Non-ADA Dial-A-Ride grants will go out soon as most of the funds were reinstated by the legislature.
- She will facilitate meetings which include transit CEOs around the State to discuss issues of concern and those that are relevant to working collaboratively with CTDOT. The Transit Administrator will be a participant in these panel discussions.
- The lease for the new tenant Garage Juice Bar was executed with an effective date of 12/1/17. They have already moved into the leasehold space in the Great Hall.
- Continued meetings with CTDOT personnel and consultants to assist with BDL Flyer upgrades at Union Station.
- CTDOT Commissioner Redeker presented a webinar on the state of the “Special Transportation Fund” (STF) that was attended by transportation professionals around the state. Shotland then summarized his presentation and spoke about the current State budget crisis providing detail from both the PowerPoint and OPM’s document regarding the current State of the STF. As stated by the Governor, “critical projects are at risk unless the State identifies new resources to support transportation.” The fund will be bankrupted by 2020 if nothing is done.

Mr. Lord and Ms. Cassidy asked about the routing of the Bradley and who were the targeted riders. Mr. Addamo inquired about the Bradley Flyer equipment that Ms. Shotland referenced in her report. She noted that there would be ticket machines, PIDS, and newly branded buses for the route. However, she also said that there is currently an operating shortfall to run the service that is proposed. Ms. Pet asked about anticipated travelers who may use the Spruce Street Lot when the service begins. Mr. Lord asked if you can transfer from CTfastrak to the Bradley Flyer. On a separate note Mr. Jansen stated that he can’t understand why the State won’t put tolls in. Mr. Mooney praised the District for having managing the organization’s budget well especially with the current outlook of the State’s transportation woes. Ms. Cassidy was generally concerned about parking in and around Union Station once the rail service begins.

Mr. Mitchell then called upon Ms. Cassidy to provide the CRCOG Transportation Committee report. Major issues of interest that were on the November 13 & December 11, 2017 agendas included:

DOT Capital Plan

CRCOG wrote a memo to ConnDOT requesting increased coordination and transparency in transit planning among other things. They also advocated for a Transportation Enhancement set aside.

Transportation Study Application Selection

CRCOG recently submitted one municipal study and one regional study to ConnDOT for STP Urban funding. CRCOG's regional project is Regional Transit Study. The last transit study was done in 2001 and the assets and needs in the region have changed a lot since that time. These projects were endorsed by the committee.

CTtransit Facility Improvement

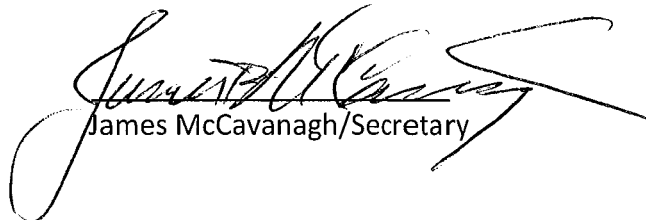
One of the major STIP amendments was the addition of a project for the CTtransit facility improvements in Hartford, a project that ConnDOT has applied for funding for. The total project cost is approximately \$26.5 million. At this time CRCOG is not sure when the project will happen.

CTrides

The CTrides quarterly report was provided. The upcoming marketing events were discussed as well as updates on the number of new partners (7 new, bringing the total to 239) and the number of outreach events during the quarter (194 worksite and 114 commuter.)

Mr. Mitchell called for new business. Mr. Jansen stated that he was very impressed with how the Roberts Street facility turned out. Mr. Mitchell noted that he attended the Institute of Transportation Engineers meeting recently and said that a major issue of conversation was about the specific concerns of the transportation infrastructure being destroyed over the years. Finally he then reminded the attendees that the next Regular Board of Directors Meeting will be held on Thursday, February 8, 2018. There being no further business brought before the Board, Mr. Bonzani moved that the meeting be adjourned. Upon seconding by Mr. Jansen the motion passed by a unanimous vote of 30.15 yea, 0.00 nay, and 0.00 abstention. The Regular Meeting was adjourned at 8:27 p.m.

Respectfully submitted,



James McCavanagh/Secretary