



REGULAR MEETING
BOARD OF DIRECTORS
GREATER HARTFORD TRANSIT DISTRICT
Hartford Connecticut
December 13, 2018

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

At 7:11 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: Joan Gamble (1.84), Bloomfield; Peter J. Bonzani (2.30) and Marilyn Pet (2.30), East Hartford; Stephen F. Mitchell (2.00) and Kevin Mooney (2.00), Enfield; Jennifer Cassidy (2.79), Nicholas Addamo (2.79), and Kevin R. McKernan (2.79), Hartford; William Hall (1.37), Newington; Ferguson R. Jansen, Jr. (2.11), Simsbury; Brendan T. Flynn (1.19); David Giordano (2.83), West Hartford; and David Raney (1.30), Windsor. District staff present were Vicki L. Shotland, Executive Director; DJ Gonzalez, Operations Administrator; and Nhan Vo-Le, Director of Fiscal and Administrative Service. *(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. Flynn then moved adoption of the November 15, 2018 meeting minutes, which was seconded by Mr. Bonzani and approved without modification by a vote of 27.61 yea, 0.00 nay and 0.00 abstention.

The Chairman next called for the acceptance of the District's Final FY2018 Budget and Revised FY2019 Budget, each as presented at the public hearing held November 15, 2018, published in *The Hartford Courant* on November 21, 2018, and presented to this meeting. The Chairman noted that the FY2018 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 FY2018 annual budget presented at that meeting. He requested two separate motions. Ms. Pet made the following motion which was seconded by Mr. Hall: "Resolved, that the District's Final FY2018 Budget as presented to this meeting be adopted." The motion was passed with 27.61 yea, 0.00 nay and 0.00 abstention. 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. Flynn: "Resolved, that the District's Revised FY2019 Budget as presented to this meeting be adopted." The motion was passed with 27.61 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 were as of October 31, 2018. Special Revenue Fund accumulated approximately \$9.3 million in actual revenues, which is 6.3% or \$551,000 higher than budgeted primarily due to claim settlements under the Statewide Insurance Consortium through the end of October. Of the \$9.3 million, the ADA Paratransit program accounts \$6.0 million and the remaining balance is made up by various capital projects (\$0.9 million) and administrative programs (\$2.4 million). General Fund has yielded a favorable variance of 8% or \$8,513 in actual excess of revenues over expenses as a result of higher interest income; partially offset by an unbudgeted cost in association with the development of an FTA Transit Asset Management Plan. The Spruce Street Parking Lot continues to perform very well. Through the end of October, the lot had generated \$155,174 in actual revenues, which reflects seasonal traffic that utilized the lot for summer travel. Comparing the four months of fiscal year 2019 (7/18 – 10/18) to the first four months of the prior fiscal year (7/17 – 10/17), the parking lot total revenue including daily, monthly, and event parking fees has increased by approximately \$34,000 or 31.6%. This increase is attributed to the CTrail Hartford Line service. Union Station has yielded a favorable variance of \$40,808 in actual excess of revenues over expenses mainly as a result of lower professional fees, administrative costs, and utilities. Overall, the District's total excess of revenues over expenses for the first four months of fiscal year 2019 amounted to approximately \$281,000, which is \$89,000 higher than expected. Ms. Pet noted that it was nice that the rail line has been a boost to the parking lot revenue. Mr. Mitchell said that the Hartford Line was doing very well, one of the few issues right now is that Amtrak does not have the a sufficient number of coaches to assist with the passenger load, but that is being addressed. 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 Mr. Raney. The motion was passed unanimously 27.61 yea, 0.00 nay and 0.00 abstention.

Mr. Mitchell asked Mr. Gonzalez to provide his Operations Report. He stated that his department is preparing for next year's new bus order and at the present time are investigating the procurement of smaller diesel vehicles due to the fact that the current model will only be manufactured as a gas powered vehicle. The District had considered changing the diesel tank to gasoline, but it would have been a

complex and expensive endeavor. Continuing to work on a major upgrade to components of the Trapeze software system. Trapeze will be here in January to provide a presentation on alternative software possibilities. There are still a couple of small items that remain on the 148 Roberts Street punch list. As mentioned at the previous Director's meeting, there have been a number of transmission failures with the ADA Paratransit buses. After lengthy negotiations with Ford, they have agreed to reimburse a percentage of the cost to replace these transmissions. First Transit management just finished negotiations with their Union and has come up with a tentative agreement which still has to be ratified by the members. First Transit is still experiencing some difficulty in hiring and maintaining good drivers which is apparently a nationwide issue in the industry.

Mr. Mitchell asked Mr. Gonzalez to continue with his Operations Report. He stated that there have been some ongoing issues with water leaks at Chango Rosa, however there is a roofing contractor working on the problem. It is also necessary that the District now evaluate the need to replace the entire roof over Union Station. The elevator contractor has begun to install new electric wheelchair lifts to replace the old ones on the 3rd floor. Twelve new benches were installed in the middle of the Great Hall to accommodate passengers and visitors. The new snow removal contractor (Manchester Recycling and Materials) did a great job during the first snowfall in November. The Statewide Insurance Consortium site visits were completed for 2018. We will be working on a handbook to help the member agencies with their claim submissions. Both Mr. Gonzalez and Ms. Vo-Le elaborated on the role that the District plays as Statewide Insurance Consortium administrator. In regard to the Union Station brownstone repairs, Capasso Restoration successfully wrapped up work on Phase I and substantially completed work on Phase II of the Brownstone Project on November 30, 2018, with the exception of a few remaining minor punch list items requiring signing off on. Capasso is diligently working with the District and Simpson, Gumpertz and Heger on closing out this list. The completion deadline for Phase II of the project is still on track for the May 30, 2019 deadline. Work on Phase II is slated to begin March of 2019, post the winter shutdown period although, weather permitting, minor cutting prep work for Phase II may take place in December and January to ensure the project stays on task for the final completion date. A new Parking Access and Revenue Control System (PARCS) is being installed in the Spruce Street Parking Lot and will be completed shortly.

Mr. Mitchell then called upon Ms. Shotland to update the Directors in regard to the Grant/Contract/ & Procurement Department's report. She stated that construction of the City of New Britain's Beehive Bridge Project continues to be on-going. The following work has been completed on the west side of the bridge: concrete sidewalks, brick pavers and granite curbing, concrete plinths (which the bee sculptures will sit on) and the new parapet has been installed and is ready to accept the pedestrian enclosure which will happen in the spring. In regard to Hartford Intermodal Triangle project, Engineers continue to review and close out the books for completed projects. Once all the information

has been reviewed and final payments are authorized for release to the contractor, the City of Hartford will submit final invoices to the District and we will then work on closing out the remaining Bus Livability and STP grants. In regard to the Enfield Intermodal Center project, the Town continues its negotiations with Eversource Energy to acquire and remediate the former Connecticut Light & Power turbine plant site on the Connecticut River. She next discussed the Spruce Street Canopy Restoration Project, and noted that the District is currently working on completion of the AIA documents which will serve as the framework for the contractual agreement. The District is currently working with the contractor on establishing a project start date for Spring 2019. The District executed a contract with Scholar Painting and Restoration to make tenant improvements & repairs to the Capital Workforce Partner's leasehold space.

Mr. Mitchell then called upon Ms. Shotland to provide her Administrative report. She stated that a renegotiation of Capital Workforce Partner's (CWP) lease has occurred and they have committed to a long-term lease at Union Station with additional option terms after the base period expires. CWP has over 13,000 sq. ft. of rental space on the 3rd floor of the building. She next noted that the pending criminal court case may end in January with the upcoming hearing, and will most likely be nollied due to the inability of the defendant to appear. She went on to note that the Passenger Information Display Terminals are being reconfigured. Specific changes will be prevalent in the Transportation Center as the rail and bus displays will be separated and concise. She also stated that she is working with a team from other agencies including CTDOT, CRCOG, and CTTransit to address the regional bus shelter program. Awaiting a response from CTDOT in regard to renegotiated pricing with the Statewide Drug & Alcohol Consortium's 3rd party administrator (ODT). Ms. Vo-Le was asked to explain our role as the administrator for the Statewide Drug & Alcohol Consortium Program. She then provided a general overview. Mr. Hall had earlier inquired about what the drug tests included. Ms. Vo-Le explained that the DOT drug tests are five-panels which include; marijuana metabolites, cocaine metabolites, amphetamines, opioids, and phencyclidine (PCP). Mr. Raney inquired about the failure rate of those employees who are given a second chance. Ms. Shotland stated that they did not have an answer to that, but believed that it was minimal.

Mr. Mitchell then called upon Ms. Cassidy to provide the CRCOG Transportation Committee report. The major issue of interest in regard to the December 10, 2018 meeting once again included an update on the Long Range Transportation Plan. It's a federal requirement that the plan be updated every 3-4 years. CRCOG has initiated its outreach plan which has included stakeholder interviews, focus group meetings, surveys, presentations to the Transportation Committee, and two Public meetings. In February there will be final public comment session and the final plan is expected to be approved in March.

Mr. Mitchell called for new business. Mr. Mooney asked if anything could be done about the poor acoustics in the Great Hall. Ms. Shotland stated that this has been looked into over the years, but it is an expensive and difficult fix. She stated that some measures have been taken to improve various aspects of the sound especially for individual events. Mr. Gonzalez stated that a newer generation of acoustical speaker was procured for announcements. Mr. Addamo inquired about the bus shelter initiative. Ms. Shotland stated that it appeared to be moving forward in regard to the one he specifically recommended for Bushnell Park. Mr. Jansen said that he found the "Tolling Option Evaluation Study" document which was distributed to be extremely informative. Mr. Mitchell then reminded the attendees that the next Regular Board of Directors Meeting will be held on Thursday, February 7, 2019. He also stated that the 2019 calendar dates for the upcoming Board meetings are in the packets that were handed out, and to mark them on your personal calendars. He then wished the entire Board and District staff a happy and healthy holiday. There being no further business brought before the Board, Mr. Bonzani moved that the meeting be adjourned. Upon seconding by Mr. Raney the motion passed by a unanimous vote of 27.61 yea, 0.00 nay, and 0.00 abstention. The Regular Meeting was adjourned at 8:12 p.m.

Respectfully submitted,

 (Ex. Director)
for James McCavanagh
Secretary