



BOARD OF DIRECTORS  
REGULAR MEETING  
GREATER HARTFORD TRANSIT DISTRICT  
Hartford Connecticut  
June 14, 2018

Frank Lord, Vice Chairman  
Presiding.....

At 7:02 p.m., a quorum having been 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: Marilyn Pet (2.30), East Hartford (conference call); Kevin Mooney (2.00), Enfield; Mark Lockwood (1.01), Granby; Frank Lord (2.79), Jennifer Cassidy (2.79), Nicholas Addamo (2.79), and Kevin R. McKernan (2.79), Hartford; James McCavanagh (2.61), Manchester; John M. Kelly (1.37) and William Hall (1.37), Newington; Ferguson R. Jansen, Jr. (2.11), Simsbury; Gary Pitcock (1.15), South Windsor; Brendan T. Flynn (1.19) and Peter Gardow (1.19), Wethersfield; Ricardo Quintero (1.30) 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 Services. *(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 member of the public who wished to address the Board. There were none. Mr. Lord gave the Directors a moment to look at the draft Minutes of the Annual Meeting. Mr. Flynn then moved adoption of the May 17, 2018 Annual Meeting Minutes, which was seconded by Mr. Quintero and approved by a vote of 28.87 yea, 0.00 nay and 0.00 abstention.

The Vice Chairman next asked for presentation of the financial report. Ms. Vo-Le stated that this would be an abbreviated financial report as there was a comprehensive budget and financial presentation provided at the Annual Meeting in May. For the first ten months of the current fiscal year, the Special Revenue Fund accumulated \$20,749,152 in actual revenues, which is 1.2% or \$242,744 higher than budgeted. The General Fund has yielded a favorable variance of \$20,151 or 45% in excess of revenues over expenses as a result of higher interest and miscellaneous income. The Parking Lot shows an unfavorable variance of 21% or \$47,772 in excess of revenues over expenses. This occurs due to the impact of lower parking fee revenues and higher expenses associated with the operation of the parking lot. Comparing Parking Lot revenues to the same period of the prior fiscal year, the Spruce Street Parking Lot has generated \$275,608 in total revenues, which is slightly lower than FY2017 by 5% or \$13,816. As a result of new lease negotiations during FY2018 and lower utility costs than anticipated,

the Union Station Transportation Center has yielded a favorable variance of \$97,102 in excess of revenues over expenses.

Mr. Lord then asked for acceptance of the financial report as presented. Mr. Flynn made a motion for acceptance of the financial report which was seconded by Mr. Kelly. The motion was passed unanimously 30.06 yea, 0.00 nay and 0.00 abstention. Ms. Cassidy inquired as to why there were increases in the parking lot expenses.

The Vice Chairman next asked for consideration of approval of Fiscal Year 2019 Budget. Upon motion by Mr. Jansen and seconded by Mr. Kelly, the Board voted unanimously to approve the Fiscal Year 2019 Budget with a vote of 30.06 yea 0.00 nay and 0.00 abstention.

The Vice Chairman next asked for consideration of Engaging a firm as the District's Third Party Administrator for the Drug & Alcohol Testing Program for the Fiscal Year Ending June 30, 2019. Upon motion by Mr. Flynn and seconded by Mr. Kelly, the Board voted unanimously to approve the motion a vote of 30.06 yea 0.00 nay and 0.00 abstention.

The Vice Chairman next asked for consideration of Engaging the firm of The Lexington Group as the District's Employee Assistance Program Service Provider for the Drug & Alcohol Testing Program for the Fiscal Year Ending June 30, 2019. Upon motion by Mr. Flynn and seconded by Mr. Kelly, the Board voted unanimously to approve the motion with a vote of 30.06 yea 0.00 nay and 0.00 abstention.

The Vice Chairman next asked for Committee/Staff Reports. Mr. Gonzalez began his ADA presentation by reporting that the District has received all twenty-five (25) new replacement vehicles, and most of them have gone into active service. He stated that CTDOT has finally approved a remote command center bus in case of emergency. He mentioned that First Transit representing the District took 1<sup>st</sup> Place and overall team points in the statewide Bus Rodeo. He is still working on analyzing the procurement of a new customer service software module for Trapeze. The COMM software program is being looked at to help improve tracking and reporting on complaints, compliments, and comments. A meeting was held with Metro Taxi to investigate CTDOT's request to provide Freedom Ride opportunities to additional areas where the District operates paratransit service. He reiterated that the small punch list for 148 Roberts Street is winding down and all work should be completed by the end of the summer. Finally, he stated that he attended an open meeting with First Transit drivers to discuss possible ways to improve service. Mr. Quintero inquired as to who we sell the vehicles to, and Mr. Gonzalez stated that they only go to auction and that there are no private sales. There were several questions raised by Directors in regard to ADA Paratransit driver turnover and the wages and benefits assigned to those positions. Mr. Lockwood stated that the trucking industry is also experiencing high turnover nationally.

Mr. Lord asked Mr. Gonzalez to continue with his Operations Report. He stated that he is still trying to come up with a means to have the pavers replaced in the Spruce Street Parking Lot. An "active shooter" training was conducted on June 6<sup>th</sup>, and those tenants who attended were quite pleased with the presentation. Union Station brownstone repairs are continuing on schedule. As noted at the last Board Meeting some structural issues with the turrets were found on the north and south ends of Union Station. Some in-house projects scheduled for the summer have begun; the directory for the Great Hall

and Transportation Center entrance has been completed. Also the entranceway carpeting into the Transportation Center from Spruce Street is being replaced.

Ms. Shotland stated that the District is working with FTA to submit the FY18 Capital Grant. It is currently under review by FTA. The City of New Britain had a ground-breaking event on 6/1/18 for the Beehive Bridge Project. In regards to the Union Station brownstone repairs, the District is in the process of executing a contract with Capasso for Phase II work. In regards to Bushnell Park North, the major remaining issues are the wall and the landscaping. There are a few minor punch list items as well. All of which are expected to be completed by the end of May with the project being closed out with FTA in September. In regard to the procurement department she stated that there are currently several open items that are being addressed. In closing she said that the department is continuing to work with CTDOT on a Request for Proposal for a Passenger Information Display System at Union Station for the new Bradley Airport Express service.

Ms. Shotland presented her administrative report by discussing the following: She stated that the District staff has been working to help CTDOT prepare for the **CTrail** press event and ribbon cutting ceremony which will take place in Hartford at Union Station on Friday, June 15<sup>th</sup>. Discussion has ensued with Capital Workforce Partners Executive Director in regard to their intent to remain at Union Station and to renegotiate a long term lease or to seek space elsewhere. Preparing for the next court date of July 6<sup>th</sup> in regard to last year's Annual Meeting incident. Ms. Shotland stated that the District will be installing blast resistant trash receptacles at the station. The District is also working diligently with the passenger information display contractor so that we can generate additional revenue by selling advertising space. She next noted that there is a significant increase in activity in and around the station by vagrants. Mr. Gonzalez and Ms. Shotland are seeking a meeting with the City of Hartford police department to communicate the critical nature of this problem and how it is affecting the safety and security of the tenants and passengers. Mr. Lockwood inquired about the new parking lot management system in the Spruce Street Lot. Mr. Gardow asked if parking lot revenue has increased due to the new ballpark, and was told that it has not. Discussion ensued by Board members in regard to the ADA decision made by the FRA in regard to rail car bathroom accessibility issue. Mr. Flynn suggested that the District look into private off-duty officers for Union Station based on the current concern about safety in and around the station.

Mr. Lord then asked Ms. Cassidy to provide an update on the CRCOG Transportation Committee meeting held on May 21st. She stated that the items on the agenda included; BUILD Grant (Better Utilizing Investments to Leverage Development) Grant Program, which replaces the former TIGER (Investment Generating Economic Recovery) Program. She also stated that **CTrides** spent the quarter preparing for its Drive Less Connecticut Competition where employers and individuals would compete for recognition and prizes resulting from their efforts to decrease the number of single occupancy vehicles used. An update was provided on the Special Transportation Fund (STF) where the allocation of the sales tax on new cars to the STF was moved up by two years, making the STF solvent for up to five years. This action avoided transit fare increases and disruptive service reductions. There is also a study of the Hartford Division of **CTtransit** to understand opportunities to improve the system. Finally, she noted that a presentation was done on **CTrail** Hartford Line Safety and operation Lifesaver. Stephen Curley gave a brief presentation on the roadway and signal improvements being implemented. Kevin Burns then gave a brief presentation regarding Operation Lifesaver, which is a non-profit public safety education


program focused on reducing collisions at rail crossings as well as reducing trespassing on rail rights-of-way. Mr. Quintero asked for Ms. Cassidy to explain what BUILD was. Mr. Quintero also asked if anything was brought up at the Transportation Committee about level boarding.

At 7:56 p.m. the Vice Chairman invited a motion to continue in Executive Session to discuss the Performance Review and Compensation of the Executive Director. Mr. Kelly made motion, which was seconded by Mr. Quintero and passed by a unanimous vote of 30.06 yea, 0.00 nay and 0.00 abstention.

Mr. Kelly made motion to reconvene the Regular Meeting at 8:42 p.m. and upon second by Mr. Quintero, the motion passed by a unanimous vote of 30.06 yea, 0.00 nay and 0.00 abstention. Upon motion made by Mr. Jansen and a second by Mr. Kelly, the Board voted to adopt the matter discussed in Executive Session regarding the FY 2019 compensation for the Executive Director by a vote of 26.69 yea, 3.37 nay and 0.00 abstention.

The Directors were reminded that the next board meeting will be held on September 20, 2018. Mr. Lord next asked if there was any new business to be brought before the Board. There being no further business brought before the Board, Mr. Kelly moved that the meeting be adjourned. Upon seconding by Mr. Quintero, the motion passed unanimously by a vote of 30.06 yea, 0.00 nay, and 0.00 abstention. The Regular Meeting was adjourned at 8:49 p.m.

Respectfully submitted,



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Peter J. Bonzani  
Assistant Secretary

Adopted: 09/20/18