



BOARD OF DIRECTORS
REGULAR MEETING
GREATER HARTFORD TRANSIT DISTRICT
Hartford Connecticut
June 20, 2019

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

At 7:06 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; Marilyn Pet (2.30), East Hartford; Gilbert Hayes (1.00), East Windsor; Stephen F. Mitchell (2.00) and Kevin Mooney (2.00), Enfield; Laurel Grow (1.14), Farmington; Frank Lord (2.79) and Jennifer Cassidy (2.79), Hartford; Paul McNamara (2.61), Manchester; Ferguson R. Jansen, Jr. (2.11), Simsbury; Gary Pitcock (1.15), South Windsor; Peter Gardow (1.19), Wethersfield; David Giordano (2.83) and Laura Cordes (2.83), West Hartford; Ricardo Quintero (1.30) and David Raney (1.30); Windsor. District staff present were Vicki L. Shotland, Executive Director and Mary Deppe, Manager of Grants & Planning. *(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 member of the public who wished to address the Board. Mr. Jacob Adams, Mr. Leo Page, and Ms. Sandra Page from Hartford read a letter that they sent to the three Hartford members of the Board in regard to a request for the Jehovah's Witnesses to set up a cart to display bible literature at Hartford Union Station. Some Directors asked the three individuals questions, and both Ms. Shotland and Mr. Mitchell provided short comments in response to the Pages and Mr. Adams.

Mr. Mitchell gave the Directors a moment to look at the draft Minutes of the Annual Meeting. Mr. Hayes then moved adoption of the May 23, 2019 Annual Meeting Minutes, which was seconded by Mr. Gardow and approved unanimously by a vote of 31.18 yeas, 0.00 nays and 0.00 abstentions.

The Chairman next asked for presentation of the financial report. Ms. Shotland 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. A summary of the District's budgets and actual results as of April 30, 2019 were as follows: The Special Revenue Fund (SRF) accumulated approximately \$22.8 million in actual revenues, which is 2.0% or \$495,525 higher than budgeted primarily due to higher expenses incurred under the ADA Paratransit and New Britain Livability programs; partially offset by

lower actual expenses than anticipated in various programs such as Vehicle Procurement, Enfield Intermodal Center, Insurance Consortium, Regional Bus Shelters, and Administrative Capital. The Special Revenue Fund is made up of several programs and summarized as follows: ADA Paratransit (\$15.0 million), Capital (\$3.9 million), and Administrative (\$3.8 million). The General Fund has yielded a favorable variance of \$90,521 in excess of revenues over expenses mainly due to higher STIF interest earned. The Spruce Street Parking Lot has performed quite strongly, showing a favorable variance in excess of revenues over expenses of \$70,920 as a result of higher daily parking revenue. Union Station yielded a favorable variance of \$68,050 in excess of revenues over expenses. This reflects higher rental income and station concessions than budgeted. Overall, the District's total excess of actual revenues over expenses for the first ten months of fiscal year 2019 amounted to approximately \$492,983, which is \$229,491 higher than budgeted.

Mr. Mitchell then asked for acceptance of the financial report as presented. Mr. Jansen made a motion for acceptance of the financial report which was seconded by Mr. Quintero. The motion was passed unanimously 31.18 yea, 0.00 nay and 0.00 abstention. The Chairman next asked for consideration of approval of Fiscal Year 2020 Budget. Upon motion made by - Mr. McNamara and seconded by Mr. Raney, the Board voted unanimously to approve the Fiscal Year 2020 Budget with a vote of 31.18 yea 0.00 nay and 0.00 abstention. The Chairman next asked for consideration of engaging the firm of Occupational Drug Testing as the District's Third Party Administrator for the Drug & Alcohol Testing Program for the Fiscal Year Ending June 30, 2020. Upon motion by Ms. Gamble and seconded by Mr. Quintero, the Board voted unanimously to approve the motion a vote of 31.18 yea 0.00 nay and 0.00 abstention. Ms. Grow asked who what members make up the Drug & Alcohol Consortium. There are approximately 40 member locations across CT served under the auspice of the Consortium, which is coordinated by the District. Members secure testing and program support services as well as a variety of resources and training to assist in the effective operation of drug and alcohol testing programs under CFR Parts 40 and 655 as dictated by the Federal Transit Administration. Mr. McNamara asked about the contract term with the 3rd party contractor. Mr. Mitchell noted that this is the second year of a five-year contract. The 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, 2020. Upon motion by Mr. Raney and seconded by Ms. Gamble, the Board voted unanimously to approve the motion with a vote of 31.18 yea 0.00 nay and 0.00 abstention. Mr. Mooney asked what this program was for. He was told that this is the Employee Assistance Program.

The Chairman next asked for Committee/Staff Reports. Ms. Shotland gave an ADA update. The District will be procuring cameras for the ADA Paratransit vehicles. All of the District's ADA Paratransit vehicles currently have DriveCam. This system only captures a recording of an event when it is "triggered". However, purchasing and installing (2) video cameras in each vehicle that can capture real time incidents as they occur would be extremely beneficial for capturing incidents and monitoring safety. The District is currently awaiting delivery of a new plow truck for the ADA operation at Roberts Street to be delivered by mid-July. Twenty-two (22) of the new replacement ADA Paratransit buses should be delivered by the end of July also. Working with CEI on the conversion of the on-site diesel tank to gasoline. CTDOT staff conducted their quarterly inspection at Roberts Street and had no findings. First Transit just hired a new customer service manager for the operation and they are now going to have to replace the Fleet Maintenance Manager who just gave his notice.

Mr. Mitchell asked Ms. Shotland to continue with the Operations Report. The Spruce Street Canopy project is almost 100% complete, however there is still work to be done on the installation of new lights and drains plus a couple of other small open punch list items. In regard to the Union Station brownstone repairs, Capasso Restoration has completed the stone masonry repairs, however they are awaiting supplies to complete the bird netting installation. She stated that District staff is waiting for a final analysis from an electrical contractor to determine work that needs to be done on Union Station's electric panels and a check on the emergency battery light backup system. Mr. Gonzalez reached out to Jordan Polon/BID for her help in contacting the city regarding the Church Street lights not working. She is trying to get someone to respond to him. Mr. Gardow asked if staff will be looking at the plumbing and how there is only one main shut off valve for the building. Ms. Shotland said that we will consider this in our next round of funding for HVAC and plumbing repairs. She stated that there have been no additional major leaks since the winter incident.

Mr. Mitchell asked Ms. Deppe to present her department's report. Work continues on the City of New Britain's Beehive Bridge Project. There is a live webcam set up to view the construction progress on New Britain's website. The District has obtained approval from the City of Hartford to install a bus shelter at Bushnell Park on Asylum Avenue across from Union Station. The bus shelter will be installed upon delivery (expected in early July). The District continues to work on obtaining approvals to install bus shelters at other locations in Hartford and additional communities in the region, as funding permits. In regard to the Enfield Intermodal Center project, the Environmental Assessment is complete, however the final report has not yet been submitted. The town will move forward with steps towards remediation and land acquisition once the results of the report are released. Enfield is working closely with the District and FTA on these next steps. Comprehensive Environmental Inc. will assist GHDT in the NEPA process for the land acquisition at Roberts Street in order to comply with the requirements of the Inland Wetland Regulations, Zoning Regulations, Engineering Design Requirements, and Stormwater Requirements of the Town of East Hartford. In regard to procurement some of the following tasks have been completed:

- Awning over District's main entrance was installed
- Video surveillance system camera and server upgrades at Union Station (contract being developed with ESC)
- An RFP for a Passenger Information Display System (PIDS) for the Bradley Airport Express Service is also being developed. This PIDS will be separate from the existing bus and rail displays and will be located solely in the Transit Center.
- Procurement for replacement of some fencing around the Amtrak parking lot leasehold on the north side of Union Station is complete. Fence to be installed in July/August.
- Several contract extensions have been executed including those for the Paratransit operation with First Transit
- Staff has been working with Image Works on upgrades to the District's website. The upgrades will make the site modern and easy to navigate.

Mr. Quintero inquired about who sees the images that are recorded. The response was that they are monitored at the security booth and can also be reviewed remotely by District management. Mr. Jansen asked how long the video is kept. Ms. Shotland stated that she believed that it had a 30-day lookback. Mr. McNamara wanted to know how long the film footage on the buses would extend for. Ms. Shotland

explained that the procurement is not out yet so that question could not be answered at this time. Mr. Hayes inquired as to the positioning of the cameras on the buses. Ms. Shotland stated that one will be on the dash facing the road and the other will be placed in the bus looking backwards into the vehicle.

Ms. Shotland followed by presenting her administrative report. She said that Senator Chris Murphy held a conference call with many municipal representatives from around the state to discuss his thoughts on a new Northeast Corridor rail proposal that he wanted to hear feedback on. The District just submitted its 5307 grant for the FY'19 federal fiscal year. The District will be awarded \$4.1ml. Activities to be funded include; replacement of ADA paratransit vehicles, preventative maintenance necessary to keep Union Station in a state of good repair, and the purchase of capital equipment and services to support the operation. The District's General Fund should generate an additional \$157,000 by the end of this fiscal year (\$105,000 will be credited to the unrestricted balance within that fund). The total fund balance as of 6/30/18 was \$835,000. The total will be \$940,000 at the end of this fiscal year. Estimated interest income earned for FY'19 will be approximately \$115,000 vs. \$39,000 last fiscal year. New Roof (including A&E): The roof at Union Station was last replaced in the 1980s. Leaks are widespread during heavy rains and snow. This project involves hiring an A&E firm this fiscal year to develop the detailed plans and set the course for replacement of the entire roof. The project will be done in phases and take an estimated 2-years to complete. She spoke about the public restroom expansion and renovation. This project involves acquiring additional space from the Amtrak leasehold in order to expand and renovate the public restrooms in the Transportation Center. Union Station has seen a dramatic increase in passengers with the expansion of the Hartford Line. In order to accommodate the growing number of passengers, expanding and updating these facilities is imperative. Actively pursuing a new tenant to replace Chango Rosa for the south end leasehold. Ms. Shotland has met with interested parties over the past several weeks. At that point Ms. Cassidy asked if there is anything we can do about the big puddle on the Amtrak platform, and Ms. Shotland responded that there is a 3rd party contractor that is responsible and under contract with CTDOT.

Mr. Mitchell then asked Ms. Cassidy to provide an update on the CRCOG Transportation Committee meeting held on June 17, 2019. She said that CRCOG has developed an Atlas of Title VI and Environmental Justice Populations in the Capitol Region for 2019. The data includes a series of maps showing concentrations of minority, limited English proficiency (LEP), low income, and no car household populations. This can be used as a resource for the District when we are updating our Title VI plan that is due in January 2020. She also stated that the Special Transportation Fund (STF) has not been made solvent yet. In order to issue bonds for transportation projects, a five-year solvency of the STF is necessary, so resolving this issue is critical. It does not appear that any progress will be made on this until after the special session for tolls starts and concludes.

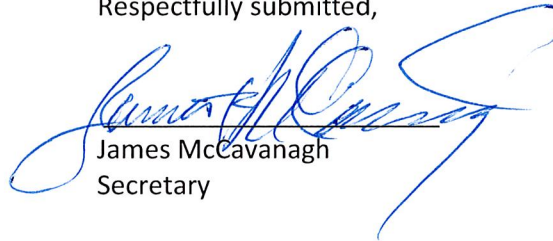
At 8:06 p.m. the Chairman invited a motion to continue in Executive Session to discuss the Performance Review and Compensation of the Executive Director. Mr. Pitcock made motion, which was seconded by Mr. Quintero and passed by a unanimous vote of 29.99 yea, 0.00 nay and 0.00 abstention.

Mr. McNamara made motion to reconvene the Regular Meeting at 8:41p.m. and upon second by Mr. Raney, the motion passed by a unanimous vote of 29.99 yea, 0.00 nay and 0.00 abstention. Upon motion made by Mr. Jansen and a second by Mr. Raney, the Board voted to adopt the matter discussed

in Executive Session regarding the FY'20 compensation for the Executive Director by a vote of 29.99 yea, 0.00 nay and 0.00 abstention.

The Directors were reminded that the next board meeting will be held on September 19, 2019. 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, Mr. McNamara moved that the meeting be adjourned. Upon seconding by Mr. Hayes, the motion passed unanimously by a vote of 29.99 yea, 0.00 nay, and 0.00 abstention. The Regular Meeting was adjourned at 8:46 p.m.

Respectfully submitted,



James McCavanagh
Secretary

Adopted: 09/19/19