



REGULAR MEETING
BOARD OF DIRECTORS
GREATER HARTFORD TRANSIT DISTRICT
Hartford Connecticut
March 15, 2018

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

At 7:04 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; Gilbert Hayes (1.00), East Windsor; Stephen F. Mitchell (2.00) and Kevin Mooney (2.00), Enfield; Mark Lockwood (1.01), Granby; Nicholas Addamo (2.79), Jennifer Cassidy (2.79), and Kevin R. McKernan (2.79), Hartford; James R. McCavanagh (2.61), Manchester; William G. Hall (1.37), Newington; Ferguson R. Jansen (2.11), Simsbury; David Giordano (2.83), West Hartford; Ricardo Quintero (1.30) and David Raney (1.30), Windsor. District staff present were; Vicki L. Shotland, Executive Director, Nhan Vo-Le, Director of Fiscal & Administrative Services, DJ Gonzalez, Operations Administrator 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 Chairman asked if there was any members of the public who wished to address the board. There were none. Mr. Lockwood then moved adoption of the February 8, 2018 meeting minutes, which was seconded by Mr. Quintero and approved without modification by a vote of 32.34 yea, 0.00 nay and 0.00 abstention.

Mr. Mitchell then asked that Ms. Vo-Le provide the financial report. She stated that the District's financial report reflects a summary of the District's financial result in comparison of its budget and actual results for the Special Revenue Fund, General Fund, Spruce Street Parking Lot, and Union Station as of January 31, 2018. She stated that the Special Revenue Fund's actual results are 2% or \$255K higher than its budgeted revenues and expenditures. The ADA Paratransit Program accounted for 35% of the total variance. The General Fund has yielded a favorable variance of approximately \$8,400 or 16% in excess of revenues over expenses primarily as a result of higher interest rates and miscellaneous proceeds. The Parking Lot shows an unfavorable variance of 14% or approximately \$21,000 in excess of revenues over expenses. This occurred primarily due to lower actual daily and monthly parking fee revenues than budgeted. During the first seven months of the current fiscal year, the Parking Lot has generated \$187,679 in total revenues, which is 11% or \$22,673 lower than the first seven months of the prior fiscal year. Union Station has yielded an unfavorable variance of 13% or approximately \$3,700 in excess of revenues over expenses primarily due to a combination of an unexpected expense associated with the repair of a broken underground sewer line, but higher rental income as a result of new leases. 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 32.34 yea, 0.00 nay and 0.00 abstention.

Mr. Mitchell then asked Mr. Gonzalez for the ADA presentation at which time he stated that there are currently twenty-five (25) new replacement buses on order with the manufacturer and it is anticipated that they will be ready for delivery in late April or early May. He also said that the District will be keeping one bus that has met its useful life and retrofit it with equipment to be a remote command center in case there is any emergency which precludes our service provider from using the building. He went on to say that the District is currently investigating a customer service upgrade to the Trapeze software system that is utilized for the ADA paratransit program. The COM program is being looked at to help improve tracking and reporting on complaints, compliments, and comments. He also stated that the Freedom Ride Taxi Voucher Program provides accessible transportation outside of the existing ADA service area. This service is available 24 hours per day, seven days per week. The service is available to individuals who have been ADA Paratransit certified. Participant debit card payments are matched 100% (to the extent funding remains available) through the New Freedom program. Yellow Cab closed their doors in early March and they were a large provider of this service in the Greater Hartford area. However, Metro Cab (West Haven) is taking over that portion of Yellow Cab's business, and the District is coordinating as smooth a transition as possible with Metro based on our role in regards to the program. Finally he noted that the Certificate of Occupancy for 148 Roberts Street has been received even though there are still some open punch list items that must be addressed by the general contractor. Mr. Quintero asked if the buses will be gas powered. Mr. Gonzalez confirmed that they would be as they

will no longer be manufacturing diesel powered vehicles. Ms. Pet asked if Yellow Cab went out of business. Mr. Gonzalez confirmed that they did.

Mr. Mitchell asked Mr. Gonzalez to continue with his Operations Report. He stated that the work that CTDOT is performing on the I-84 viaduct appears to be winding down as equipment is being removed. The lot has encountered some drainage issues based on the work, but we are trying to work with CTDOT to address. He is also working on a plan and procedure with the District's security firm in respect to dealing with an "active shooter" emergency. This will be rolled out to the tenants when finalized. The March 11th (St. Patrick's Day parade) generated good revenue in the Spruce Street Parking Lot. Once spring is here and the weather improves there are several projects scheduled for the maintenance department. Also there is a plan to have an SIR (Self-Insured Retention) training for Insurance Consortium members since some of the agencies are not completing their paperwork properly which holds up payment for their vehicle repairs.

Mr. Mitchell then called upon Ms. Deppe to provide her department's report first stating that the City of New Britain is currently working to obtain approval and to enter into an agreement with the lowest bidder on the Multimodal Connectivity Initiative (Beehive Bridge project), however the City Council deferred the vote to a sub-committee and a future public hearing will be scheduled to discuss this project further. The District has prepared a statement for the Town Engineer to present to the sub-committee regarding the benefits of this project and potential ramifications of cancelling a project where FTA funds have been awarded. She also noted that in Enfield the ESA Phase II and Hazardous Material assessment work is underway. The work will determine the extent of contamination on the site and provide cost estimates for remediation. This part of the project is funded through a State Brownfield Grant from the Department of Economic and Community Development. The assessment is expected to be completed by early spring 2018. There has been a change in personnel at the town so we are waiting to hear if this will delay the project. In regard to the Union Station brownstone repairs, Capasso Restoration will begin work on the project in April or as soon as the weather permits. Since the award for this project was under the project budget, the District is working with SGH (A & E consultant) to develop specs, drawings and bid documents for the District to go out to bid again on additional tasks that will be incorporated into the initial project. The District is in the process of contracting with an AECOM to develop the drawings, specifications and bid forms for the canopy restoration project at Union Station. CTDOT has approved this project and the District hopes to go out to bid this spring with the goal of completing the work by the fall of 2018. As far as procurement Ms. Deppe said that the District has been busy working on a number of contract extensions as well as procuring a number of new contracts including some of the following: Drug and Alcohol Testing for the Statewide Drug and Alcohol Testing Program Consortium; Employee Assistance Program (EAP) and Substance Abuse Professional (SAP) services also for the Statewide Drug and Alcohol Testing Program Consortium; HVAC and Security Camera Preventive

Maintenance for 148 Roberts Street; updated Electronic Parking Lot Equipment and Security Services for Union Station, and Transit Advertising (bus wraps) for our vehicles. We are also working with CTDOT on a Request for Proposal for a Passenger Information Display System at Union Station for the new Bradley Airport Express service. Mr. Quintero asked if the Bradley Airport Express will make two stops in Hartford and then go directly to BDL. Ms. Shotland stated that she believes that is the case. He also inquired about Windsor Locks and the plans for that station. Mr. Lockwood stated that they have a plan for it, but there are issues with both Amtrak providing the use of the tracks and lack of funding for the project. Mr. Quintero commented that there had been discussion about a bus from the Windsor Station to the airport. Mr. Mitchell responded that there was a study performed that showed several ways of accessing the airport from that station. The alternatives are being taken under advisement. Mr. Quintero asked if the train service in the spring will go to Boston. Ms. Shotland stated that it will not. She stated that *CTrail* will run from New Haven to Springfield with stops in between. Mr. Addamo inquired about the start date for Bradley Airport Express. Ms. Shotland said that it is tentatively scheduled for an August start up. The projected fare is \$10 one way and \$15 roundtrip. Mr. Addamo also asked if it will replace the current service that is operating. It will not replace the current Bradley Flyer service. Mr. Lockwood asked if there are any plans for the Great Hall. Ms. Shotland reported that Chango Rosa/Bears BBQ utilizes their kiosks for events, and there are a number of upcoming affairs scheduled. Mr. Addamo asked if the new ticket vending machines for *CTrail* will be located in the Great Hall. Ms. Shotland stated that there will be two located in the Transportation Center near Dunkin Donuts. There will be no staffed ticket window.

Mr. Mitchell then called upon Ms. Shotland to provide her Administrative report. She stated that she came to agreement with the state in regard to a Lease and Access Agreement for *CTrail* Hartford Line Ticket Vending Machines (TVMs) which will be placed in the Transportation Center. All tickets will be sold through the TVMs. She also received approval from CTDOT that non-ADA Dial-A-Ride funds will be reinstated for a prorated period of time. Awaiting a final sign off from the Office of Policy and Management. She also met with CTDOT officials in regard to the future plans for Union Station so that they could meet with SHPO to include some of the District's Master Plan considerations. The District was nominated by the CTDOT for a WTS (Woman in Transportation) award for the 148 Roberts Street project. She also stated that she is working on a new lease for storage for Chango Rosa and is waiting for final approval on changes to the Subway lease. Ms. Shotland is also finalizing the annual submission of the District's Certifications & Assurances to the FTA which is part of the application process for federal assistance. She coordinated the 2nd meeting of the CEO Transit Agency Roundtable once again held at the District's offices. Over the course of this month the District will be detailing our capital programming needs for submission and discussion to CTDOT for FY'18. Justification is necessary for \$3ML for vehicles and \$625K for administrative capital and miscellaneous support equipment. Mr. Lockwood inquired if it is safe to tell his community at the next select board meeting that they will receive an estimated 75%

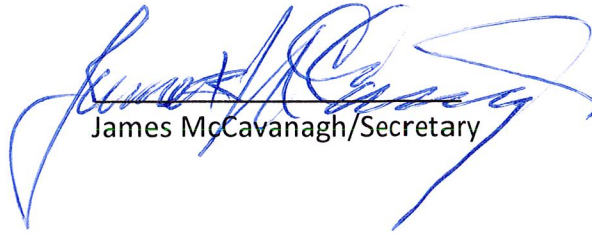
of the non-ADA Dial-A-Ride funds that they had anticipated. Ms. Shotland confirmed that that he could. Mr. Mooney discussed Commissioner Redeker's interview on NPR. Mr. Mooney started a discussion on the current toll issue and several other Directors made comment as to their opinions on the possibility of a statewide tolling system.

Mr. Mitchell then called upon Ms. Cassidy to provide the CRCOG Transportation Committee report from February 12, 2018. Unless additional revenues are identified for the Special Transportation Fund, LOTCIP (Local Transportation Capital Improvement Program) funding may be discontinued in September 2018 due to the State budget crisis. If the LOTCIP program is discontinued, CTDOT has indicated that federal STP-Urban would replace it as the region's primary source for funding municipally initiated transportation projects. The STP-Urban program is not a town-aid or sub-allocation program. It is a program intended to address regional priorities. Metropolitan Planning Organizations (MPOs) select proposed projects based on the merit of the project. The proposed projects chosen by the MPO are intended to have high regional priority, not simply local priority, and are supposed to address issues and deficiencies identified in the region's long range transportation plan. The Transportation Committee was also briefed on the Public Hearings on proposed Fare Increases and Service Reductions. Seven public hearings took place in regard to proposed bus and rail fare increases and service reductions. If approved, a rail fare increase would take effect in three phases; 10 percent on July 1, 2018, 5 percent on July 1, 2020, and 5 percent on July 1, 2021, for a cumulative total of 21.28 percent. A 14.3 percent, or 25 cents, bus fare increase would take effect on July 1, 2018. Rail service reductions would also take effect on or about July 1, 2018 to Shoreline East and the Waterbury, Danbury, and New Canaan branches of Metro-North. No service changes are proposed at this time for the bus system or the Hartford Rail Line. If the Special Transportation Fund were to become whole before July 1 these fare increases and service reductions would not be necessary. Ms. Cassidy added that Rectangular Rapid Flashing Beacons (RRFB) were discussed. Mr. Mitchell explained that an RRFB is a pedestrian-activated warning device that consists of LED rectangular flashing lights that draw attention to the crossing and provide information to approaching traffic that a bicyclist or pedestrian is trying to cross the street. Currently he stated that the FHWA rescinded the approval on them and they were removed from the Manual on Uniform Traffic Control (MUTCD) due to a patent issue.

Mr. Mitchell called for new business. He reminded the attendees that the next Board of Directors Meeting will be held on Thursday, May 17, 2018 and that is the Annual Meeting. There being no further business brought before the Board, Mr. Bonzani moved that the meeting be adjourned. Upon seconding by Mr. Quintero the motion passed by a unanimous vote of 32.34 yea, 0.00 nay, and 0.00 abstention. The Regular Meeting was adjourned at 8:14 p.m.

Regular Meeting
March 15, 2018

Respectfully submitted,



James McCavanagh/Secretary

Adopted: 05/17/18