



REGULAR MEETING  
BOARD OF DIRECTORS  
GREATER HARTFORD TRANSIT DISTRICT  
Hartford Connecticut  
March 14, 2019

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

At 7:09 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: Marilyn Pet (2.30), East Hartford; Stephen F. Mitchell (2.00), Enfield; Mark Lockwood (1.01), Granby; Frank Lord (2.79) and Jennifer Cassidy (2.79), Hartford; William Hall (1.37), Newington; Ferguson R. Jansen, Jr. (2.11), Simsbury; Gary Pitcock (1.15), South Windsor; 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; Nhan Vo-Le, Director of Fiscal and Administrative Service, 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. Mitchell then moved adoption of the December 13, 2018 meeting minutes. Mr. Raney made a motion to accept the minutes which was seconded by Mr. Quintero and approved without modification by a vote of 19.31 yea, 0.00 nay and 0.00 abstention.

Mr. Mitchell next moved to act to fill the vacancy of Assistant Secretary. He stated for the record that Mr. Raney would be interested in filling that role. Mr. Mitchell made a motion to accept Mr. Raney as a

replacement for Mr. Bonzani (who had resigned from the Board effective January 31, 2018.) Mr. Jansen seconded the motion and it was approved by a vote of 19.31 yea, 0.00 nay and 0.00 abstention.

Mr. Mitchell then asked that Ms. Vo-Le present the financial report. She gave a summary of the District's financial results in comparison to its budget and actuals for the Special Revenue Fund, General Fund, Spruce Street Parking Lot, and the Union Station Transportation Center as of February 2018. She stated the following:

Special Revenue Fund (SRF) totaled approximately \$19.0 million in actual revenues, which is 4.0% or \$664,548 higher than budget primarily due to higher expenses incurred under the ADA Paratransit, Insurance, and New Britain Livability programs. The SRF is accounted for by various programs and summarized as follows: ADA Paratransit (\$12.0 million), Capital (\$3.8 million), and Administrative (\$3.2 million). The General Fund yielded a favorable variance of approximately \$89,000 in excess of revenues over expenses primarily due to a higher interest rate that rose from 1.95% to 2.46% since July 2018 plus maintaining a higher investment balance. She compared the first eight months of fiscal year 2019 (7/18 – 2/19) to the first eight months of the prior fiscal year (7/17 – 2/18), in which the total parking revenues increased by approximately \$47,000 or 22.0%. Through February 2019, Union Station has generated almost \$2.2 million in actual revenues. Comparing actual to budget, revenue is higher than budgeted by \$121,000 which is a major result of repairs and upgrades that were performed in the Capital Workforce Partners (CWP) leasehold area. On the expense side, Union Station incurred a total of \$2.1 million in actual expenses, which is \$122,000 higher than budgeted mainly due to those repairs. Overall, the District totaled an actual excess of revenues over expenses for the first eight months of fiscal year 2019 which amounted to approximately \$295,000, which is \$59,000 higher than budgeted. Ms. Vo-Le went on to state that she has started the budget process for FY'20 and that management staff is working on the capital project projections for the upcoming fiscal year.

Mr. Gardow inquired if there were any event fees for parking in January and February. Ms. Shotland said they would look into that. Mr. Lockwood inquired about what caused the cost overrun for the new parking system. Ms. Shotland reported that it was estimated versus the actual costs that came in with the contractor's bids. Mr. Gardow inquired about when the last time renovations were done in the CWP space. Ms. Shotland reported that it was last renovated over 15 years ago. Improvements were performed to bring the area into a State of Good Repair (SOG). Mr. Jansen inquired about revenue being generated from events in the Great Hall. Ms. Shotland stated that the District does not collect fees unless we refer an event to the tenant. Ms. Cassidy inquired about the status of the restaurant. Ms. Shotland requested that we will table the subject until the Annual Meeting.

Mr. Mitchell then asked for acceptance of the financial report as presented. Mr. Hall made a motion for acceptance of the financial report which was seconded by Ms. Pet. The motion was passed unanimously 19.31 yea, 0.00 nay and 0.00 abstention.

Mr. Mitchell then asked Mr. Gonzalez to present the ADA report. He stated the following.

- It was a difficult winter, but First Transit, the District's 3<sup>rd</sup> party contractor, did a great job in getting the buses out on the street and operating the service.
- An initial order for (8) buses out of a total of (30) replacement buses has been issued to Shepard Brothers. The other (22) will be ordered within the next (90) days.
- The ADA department has been working with CTDOT to provide a "premium service" for our passengers. The procedure submitted for the new service is getting closer to final approval. This service will carry an additional cost, and it will be for those disabled passengers who require service above and beyond the current federally mandated ¾ mile radius.
- CTDOT staff did their quarterly inspection at the Roberts Street ADA paratransit site and had no findings to report.
- Met with CTDOT, DSS and other District management to discuss Non-Emergency Medical Transportation issues. The meeting was to understand the problems that DSS faces and discuss any possibilities of assistance that we may provide in the future.

Mr. Gardow asked if the premium service will be a pilot program or permanent. Mr. Gonzalez reported that CTDOT is willing to put the service in place permanently, but it is not necessarily anticipated at this time that there will be a large volume of users. Mr. Lockwood asked if this could allow for "scope creep" and requests for pushing the boundaries out even farther. Mr. Gonzalez replied that the distance can't be expanded without DOT's consent. Ms. Cassidy asked if there is still a shortage of drivers. Mr. Gonzalez acknowledged that there is.

Mr. Mitchell then asked for Mr. Gonzalez to present the Operations Report.

- There was a major crack in a hot water line in early February at Chango Rosa. It took several hours to repair, but the restaurant was re-opened by 6:00pm. Union Station water problems are difficult to resolve easily especially due to the fact that individual valves for water lines do not exist. Unfortunately, at various times during the day we had to shut off the main which affected the entire building.
- There is a crack in one of the HVAC units in the electrical room. Competitive quotes have been received and the equipment will be replaced.
- The procurement department will be putting out a request for quotes to replace a portion of the wrought iron fence under the north side of the tracks where the area has become vulnerable to those individuals that are unauthorized to enter the property.

- Had a meeting with the SVP of our security contractor to discuss security personnel issues that have been chronic for a period of time. Most of the problems are in regard to maintaining and hiring proper personnel for Union Station.
- The new accessible wheelchair lifts on the third floor have been installed.

Mr. Mitchell then called upon Ms. Deppe to provide her department's report.

- The **City of New Britain's** Beehive Bridge Project is underway and construction has halted for the winter. All FTA funds have been expended, however retainage is being withheld until project completion.
- In regards to the **Union Station brownstone repairs**, Capasso Restoration is moving along on schedule. Phase I work is complete. Phase II is on hold for winter and will resume in April. Work will be complete at the end of May 2019.
- In regards to **Hartford Intermodal Triangle** project, engineers continue to review and close out the books. Upon completion final invoices will be submitted to the District and the Bus Livability and STP grants will be closed out with FTA.
- The District is working with the City of Hartford to obtain approval to install a **bus shelter** at Bushnell Park on Asylum Ave. across from Union Station. This bus shelter will serve the growing number of passengers using CTfastrak from the Hartford Line.
- In regards 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.
- Upgrades to the existing telephone communications system at the District Offices. This includes purchase, delivery and installation of the system as well as maintenance and upgrades.
- Union Video Surveillance Cameras, testing and Inspection – Developing an RFP for video surveillance system, camera and server upgrades at Union Station as well as a testing and inspection contract.
- Reviewing Janitorial proposals for Union Station and the District Offices. The current contract expires April 30, 2019.
- Spruce Street Canopy – the District has sent contract documents to Scholar Painting. Work will begin March 15 or as weather permits.
- RFP for a Passenger Information Display System for the Bradley Airport Express Services. This PIDS will be separate from the existing bus and rail displays and will be located solely in the Transit Center.

- Some contract extensions have been executed for HVAC preventative maintenance, parking lot management, and waste removal at Union Station.

Mr. Hall suggested that the black rubber mats at the building's entrance should be replaced. Ms. Deppe will look into this. Mr. Quintero stated that the gate in the parking lot went up automatically when he entered. Ms. Shotland reported that this feature is part of the new system where a camera recognizes license plates for those with monthly parking passes and opens automatically. Mr. Lockwood and Mr. Jansen stated that they were unable to get in the parking lot. Mr. Gonzalez will reactivate their cards.

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

- The ongoing criminal court case will not be prosecuted and has been marked nolle prosequi as of 1/16/2019.
- Submitted a business plan to submit to CTDOT in regard to acquiring additional land that is adjacent to the 148 Roberts Street, East Hartford property.
- Letters to the member municipalities were sent out in regard to the upcoming town dues. The early reminders assist with their budgeting processes.
- Extended the second amendment to the retail lease for the (2) Bank of America ATM machines at Union Station. There is a 5% increase in the base rent for both.
- The District has been included in a law suit for a "slip & fall" which happened in February 2017. Working with our insurance company attorneys to be removed from the suit since we do not own the platform.
- Responded to a letter from Amtrak requesting that the District address (3) areas of concern. The response letter back to Amtrak specifies why we are not responsible for addressing any of those issues. The largest concern was ADA access for automatic doors leading to the platform. Pursuant to the terms of the Deed, Amtrak reserved ownership of the existing viaduct and platforms and all structures and fixtures attached thereto. So the doors that they want to be retrofitted are their responsibility.
- The passenger information display terminals were modified so that rail schedules and bus schedules are now separate and more passenger friendly.
- Will be meeting with CTDOT staff to discuss the District's capital needs for FY'20.

Mr. Lockwood asked if the District copies the respective board member when a letter is sent to that town. Ms. Shotland replied that they do not, but will be sure to do this in the future. Mr. Lockwood also asked what the third item on the Amtrak list was. Ms. Shotland stated that it was a general comment about the public bathrooms with no other explanation. Mr. Gardow asked if this building is on the steam loop. Mr. Mitchell elaborated to the other Board Members how the loop functions in the

City. However; the District does not use steam in the building. Ms. Cassidy inquired about a CT Limo pick up on Spruce Street. Ms. Shotland stated that we are unable to prevent this from happening, but we are aware of it.

Mr. Mitchell then called upon Ms. Cassidy to provide the CRCOG Transportation Committee report. Issues on the agenda for January 14<sup>th</sup> and February 25<sup>th</sup> included:

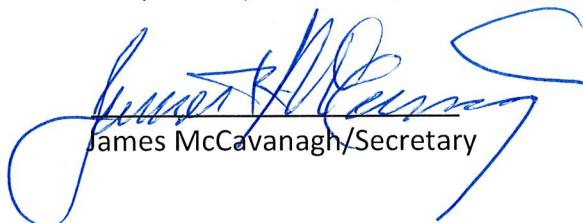
- There was a brief update on the Municipal ADA Compliance effort and discussion on the contents of a reissued memorandum from December 2017 that explained which treatments are considered “maintenance” and which are considered “alteration”. The significant distinction is that “maintenance” does not require constructing curb ramps whereas “alteration” does. There will be a future training workshop for ADA Transition Plans hosted by the Connecticut Technology Transfer Center at the University of Connecticut. More information and updates (including the yet-to-be-determined workshop dates) are available at: [www.t2center.uconn.edu](http://www.t2center.uconn.edu).
- Fixing America’s Surface Transportation Act (FAST Act) will expire in 2020. To be prepared for subsequent legislation, CRCOG will soon be soliciting for Transportation Alternative Set A-side Program (TASP) project proposals for the five-year period of FFY2021 to FFY2025. While this solicitation will assume continuation of current funding levels, future legislation will dictate how many projects can be initiated.
- A brief presentation by Steve Gazillo of AECOM on the CRCOG Metropolitan Transportation Plan (MTP), which lays out a vision for the Region’s transportation system between now and 2045, including highway, transit, freight, and bike/ped improvements. The MTP also addresses emerging technologies and innovative financing options. The public comment period for the MTP is open until March 22nd. The full document is available on the CRCOG website at [www.crcogconnect2045.com](http://www.crcogconnect2045.com).
- The next I84 Public Advisory Meeting will be on March 28<sup>th</sup> from 12:30 – 2:00 PM and is open to the public.

Mr. Pitcock inquired about the board make-up, if political affiliations matter, and how members get appointed. Mr. Mitchell summarized the process and discussed “weighted votes.”

Mr. Mitchell called for new business. He reminded the attendees that the next Board of Directors Meeting will be held on Thursday, May 23, 2019 which is the Annual Board Meeting. There being no further business brought before the Board, Mr. Lord moved that the meeting be adjourned. Upon seconding by Mr. Lockwood the motion passed by a unanimous vote of 19.31 yea, 0.00 nay, and 0.00 abstention. The Regular Meeting was adjourned at 8:14 p.m.

Regular Meeting  
March 14, 2019

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "James McCavanagh", is written over a horizontal line. The signature is stylized with a large initial 'J' and a long, sweeping tail that extends to the right.

James McCavanagh/Secretary

Adopted: 05/23/19