



ANNUAL MEETING  
BOARD OF DIRECTORS  
GREATER HARTFORD TRANSIT DISTRICT  
Hartford Connecticut  
May 17, 2018

Stephen F. Mitchell Chairman  
Presiding.....

At 7:03 p.m., a quorum determined to be present; Mr. Mitchell called the Annual 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), East Hartford; Stephen F. Mitchell (2.00), Enfield; Frank Lord (2.79), Jennifer Cassidy (2.79), Nicholas Addamo (2.79) and Kevin R. McKernan (2.79), Hartford; James R. McCavanagh (2.61) and Paul McNamara (2.61), Manchester; William G. Hall (1.37), Newington; Ferguson R. Jansen, Jr. (2.11), Simsbury; Gary Pitcock (1.15), South Windsor; Mary A. Oliver (1.31), Vernon (by conference call); Brendan T. Flynn (1.19) (by conference call), Wethersfield; 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, 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 member of the public who wished to address the Board. There were none. Mr. Mitchell gave the members of the Board an opportunity to review the March 15, 2018 Minutes. Ms. Gamble then moved adoption of the March 15, 2018 meeting minutes, which was seconded without modification by Mr. Raney with a vote of 32.25 yea, 0.00 nay and 0.00 abstention.

Mr. Mitchell next requested the Nominating Committee report be presented. The Committee Chair, Mr. McCavanagh, reported the proposed slate of Officers as follows:

Chairman	Stephen F. Mitchell
Vice Chairman	Frank Lord
Secretary	James R. McCavanagh

Asst. Secretary	Peter Bonzani
Treasurer	Brendan T. Flynn
Asst. Treasurer	Mary A. Oliver

Mr. McCavanagh stated that the entire slate of officers was to be voted on by express nomination which requires a 2/3 majority vote by the Directors. Mr. McCavanagh moved the election of the entire express slate as proposed by the Committee, which was seconded by Mr. Quintero, and approved unanimously by a vote of 32.25 yea, 0.00 nay and 0.00 abstention. Due to the unanimous vote, ballot voting was not necessary.

The Chairman next asked for presentation of the current financial report. Ms. Vo-Le stated that the District's financial report reflects activities during the first nine months of fiscal year 2018 for the Special Revenue Fund, General Fund, Spruce Street Parking Lot, and Union Station. She said that the Special Revenue Fund shows a variance of \$11,294 or 0.1% between actual and budget. The budget and actual numbers are \$19,839,426 and \$19,828,132; respectively. The General Fund has yielded an unfavorable variance of \$5,537 or 8% in excess of revenues over expenses primarily due to the impact of lower member town contributions and higher revenues associated with interest earned and miscellaneous income than expected. The Parking Lot shows an unfavorable variance of 17% or \$31,341 in excess of revenues over expenses. This occurred primarily due to lower actual daily and monthly parking fee revenues than budgeted. During the first nine months of the current fiscal year, the Parking Lot has generated \$246,277 in total revenues, which is 6% or \$15,935 lower than the first nine months of the prior fiscal year. Union Station has yielded a favorable variance of \$6,758 in excess of revenues over expenses primarily as a result of new lease negotiations during FY2018; partially offset by unexpected expenses; most due to unexpected Union Station repairs. Mr. Hall made inquiries regarding the anticipation of additional parkers in the Spruce Street Parking Lot when the new rail service begins in June. He also asked if we knew how many. Ms. Shotland stated that we will have to wait and see, but we will have a better indication once the service begins. Mr. Hall also asked if the railroad will travel to Boston. Mr. Mitchell stated that it is still being investigated, but due to the ownership of the rail line by CSX, it is unlikely unless new tracks are constructed along the corridor to Worcester.

Mr. Mitchell then asked for acceptance of the financial report as presented. Ms. Oliver made a motion for acceptance of the financial report which was seconded by Mr. Pitcock. The motion was passed unanimously 32.25 yea, 0.00 nay and 0.00 abstention.

At 7:20 p.m., Mr. Mitchell called to order the Public Hearing regarding the Presentation of and public hearing on the District's itemized revenue and expenditure estimates for the Fiscal Year 2019. Mr. Mitchell asked if there were any comments or questions from the public. There were none. At 7:42 p.m., Mr. Mitchell closed the Public Hearing and reconvened the Annual Meeting. Mr. Mitchell then asked for Consideration of adoption of a motion approving and authorizing the publication of a report of the District's: (1) Fiscal Year 2018 itemized revenues and expenditures, (2) Fiscal Year 2019 itemized revenue and expenditure estimates, and (3) excess of revenues over/under expenditures as of the close of 2018. The Chairman then asked if there were any members of the Board wishing to make comment. Mr. Pitcock asked about page 4 in regard the local match line item. He asked why was the number lower than the previous fiscal year and did it include member town contributions. Ms. Vo-Le explained that it was primarily the City of Hartford's local match on federal projects that the District has fiscal oversight for. Ms. Shotland stated that member town dues are not in this line item. Mr. Hall then asked about the decline in parkers and was it related to CTFAstrack. He was told that we believe that is one of the major reasons for the reduction. Ms. Cassidy asked if we are fully rented at Union Station. Ms. Shotland stated that we are beside a limited amount of small storage space. After no further discussion, the Board approved the motion made by Mr. Quintero and seconded by Mr. Raney. The motion passed unanimously by a vote of 32.25 yea, 0.00 nay and 0.00 abstention.

Next on the agenda Mr. Mitchell asked for consideration of Resolution No GHTD-19-FTA-1 Authorizing Filing and Acceptance of Federal Grants. Upon motion made by Ms. Gamble and seconded by Mr. McNamara the motion passed unanimously by a vote of 32.25 yea, 0.00 nay, and 0.00 abstention. The Chairman then asked for consideration of Resolution No. GHTD-19-STATE-1, Authorizing Filing and Acceptance of State Grants. Upon motion made by Ms. Oliver and seconded by Mr. Lord, the motion passed unanimously by a vote of 32.25 yea, 0.00 nay, and 0.00 abstention.

Mr. Mitchell then called for Program Presentations. Mr. Mitchell then asked Mr. Gonzalez for the ADA presentation at which time he stated that there are currently twenty-five (25) new replacement vehicles that are starting to arrive for the ADA operation. 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 148 Roberts Street building. He is also beginning the process of 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. He mentioned that the District has been asked by CTDOT to work on

investigating additional Freedom Ride opportunities for municipalities that are not presently in the taxi service area. Freedom Ride taxi service is available 24 hours per day, seven days per week, for individuals who are ADA Paratransit certified. Mr. Gonzalez mentioned that he just held a wheelchair training for the other Districts in regard to the Statewide Insurance Consortium. He ended his report by stating that the small punch list for 148 Roberts Street is winding down and all work should be completed by the end of the summer.

Mr. Mitchell asked Mr. Gonzalez to continue with his Operations Report. He stated that there was an accident on I84 east above the parking lot and some gas leaked into the Spruce Street Lot. The EPA & DEP attended to the spill. Pavers were removed and the contaminated dirt was properly disposed of. He is currently trying to coordinate the replacement of those pavers by CTDOT. Mr. Gonzalez has coordinated bringing in an expert trainer in regard to the subject of providing an "active shooter" emergency session for the tenants. In respect to the Union Station brownstone repairs, Capasso Restoration has begun work on the project and is currently on schedule. However, some structural issues with the turrets were found on the north and south ends of Union Station, so the extent of those problems and associated costs are currently being identified. The District went out to bid for Phase II work and Capasso was again the lowest bidder. The District is also offering a 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. Gonzalez noted there are several in-house maintenance projects that are being prioritized and will be rolled out. He also stated that the City of Hartford approved one light under the tunnel along Church Street which will be very beneficial for those walking under it at night. Ms. Cassidy asked about the dead trees on Union Place and if they would be replaced. Ms. Shotland noted not at this time. Ms. Cassidy also recommended that we recruit volunteers to help clean up around Union Station and its perimeter. Ms. Cassidy was asked if she would like to coordinate this effort.

Mr. Mitchell then asked Ms. Deppe to continue with the presentation of her department's report, and she stated the following: She stated that the City of New Britain signed a contract on 5/1/18 with contractor Martin Laviero for the Beehive Bridge Project. The notice to proceed was also issued and the project layout was scheduled to start the week of 5/7/18. The contract value is approx. \$7.5 million, with \$1.6 million in FTA funds. Substantial completion is scheduled for 10/28/19. The District has contracted with AECOM to develop the drawings, specifications and bid forms for the canopy restoration project at Union Station. In regard to Bushnell Park North, the remaining issues continue to be the exterior park 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 a project close out of September. 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: development of Transit Asset Management Plan, 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. The District is also working with CTDOT on a Request for Proposals for a Passenger Information Display System at Union Station for the proposed Bradley Airport Express service.

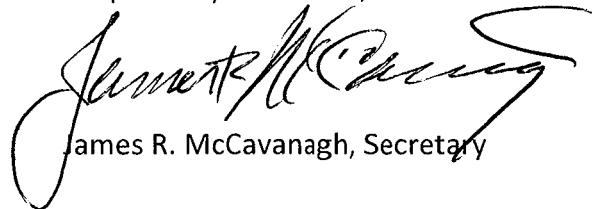
Ms. Shotland presented her administrative report by discussing the following: Ms. Shotland stated that the District is working on putting together the submission for the new FY'18 (5307) Federal Grant for approximately \$3.7M. A request has also been submitted to CTDOT for the 20% state matching funds. She next stated that an inaugural event to launch CTRail will be held at Union Station on June 15th and that more details will be forthcoming. She explained that tickets will be cross-honored on CTrail and Amtrak trains (with the exception of the Amtrak Vermonter). Passengers boarding along the Hartford Line will also be able to buy through tickets to stations on Metro-North. They will need to transfer trains in New Haven, but they will not need new tickets. She added that UPass will be accepted for rides on the Hartford Line. Ms. Shotland went on to state that the legislature passed the budget. It avoids all service reductions and fare increases. It also appears to restore all funding for capital programs. The District received a much awaited tax rebate from the City of Hartford for real estate taxes for \$9,100. Ms. Shotland attended a Capitol Region (Complete Streets) Open Planning Studio focus group related to seniors and people with disabilities. The District was nominated by CTDOT and was honored to receive the WTS Annual Award for "Innovative Project Solutions" for the new ADA Paratransit Operations & Maintenance Facility. The Town of Enfield recently awarded the Volunteer of the Year award to commemorate Margaret "Peg" Smith and her lifetime of volunteerism and true concern for the people and community of Enfield to Stephen Mitchell. It is given annually to members of the community who have exhibited the compassion and service that Peg exemplified. In regard to the state's transportation budget Mr. Hall asked about the resistance to the gas tax vs. the proposed tolls. Mr. Mitchell provided him with a response and noted that we are becoming less reliant on gas and this would not be the means to fill the void.

Mr. Mitchell then called upon Ms. Cassidy to provide the CRCOG Transportation Committee report. Ms. Cassidy provided the committee report from the April 23rd meeting. The Connecticut Airport Authority (CAA) is working toward completing the Bradley international Airport Master Plan update, which will provide guidance to address improvements of airport

facilities and land development considerations over the next 20 years. She also noted that there is an Open Planning Studio for CRCOG's Complete Streets Plan. The meeting will be held at reSET in Hartford on May 16th and 17th. This will include focus groups, workshops, open houses, and public meetings. Additional information will be available on the CRCOG website. It was mentioned to the Committee that the Federal Highway Administration has returned Rectangular Rapid Flashing Beacons (RRFBs) to the approved product list following settlement of an associated legal action involving patent protection. Studies have shown that RRFBs have proven effective in warning motorists of pedestrians crossing at crosswalks. She stated that in the Safety Plan update it was mentioned that CTDOT has developed topical reports related to driver behavior, roadway safety and proven safety countermeasures. Finally, furthering the case for ensuring funding for transit in CT it was reported that CTfastrak was recently highlighted in the Wall Street Journal as a good example of transit. Mr. Quintero noted that the Bradley (BDL) Airport entrance is down to one lane because of construction. He expressed his concern and wanted to know what this project was. He was told that he could probably get more information about the BDL Airport Master Plan by looking at the website for the Connecticut Airport Authority.

Mr. Mitchell asked if there was any new business for discussion. He then reminded the Directors the next regular meeting (and last one before the summer) will be held on Thursday June 14, 2018. There being no further business brought before the Board, Ms. Oliver moved that the meeting be adjourned. Upon seconding by Mr. McNamara, the motion passed unanimously by a vote of 32.25 yea, 0.00 nay, and 0.00 abstention. The Annual Meeting was adjourned at 8:27 p.m.

Respectfully submitted,



James R. McCavanagh, Secretary