

Annual Meeting
May 23, 2019



ANNUAL MEETING
BOARD OF DIRECTORS
GREATER HARTFORD TRANSIT DISTRICT
Hartford Connecticut
May 23, 2019

Stephen F. Mitchell Chairman
Presiding.....

At 7:04 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; Marilyn Pet (2.30), East Hartford; Stephen F. Mitchell (2.00), Enfield; Laurel Grow, (1.14), Farmington; Frank Lord (2.79), Jennifer Cassidy (2.79), and Kevin R. McKernan (2.79), Hartford; James McCavanagh (2.61) and Paul McNamara (2.61) (joined by conference call), 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; Mary A. Oliver (1.31) (joined by conference call), Vernon; Brendan T. Flynn (1.19), Wethersfield; Laura Cordes (2.83) and David Giordano (2.83), West Hartford; 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 member of the public who wished to address the Board. There were none. Before moving forward with the Meeting Agenda Mr. Mitchell introduced and welcomed the new board members; Ms. Laura Cordes from West Hartford and Ms. Laurel Grow representing the Town of Farmington.

Mr. Mitchell then gave the members of the Board an opportunity to review the March 14, 2019 Minutes. Ms. Gamble then moved adoption of the March 14, 2019 meeting minutes, which was seconded by Mr. Flynn with a vote of 30.99 yea, 0.00 nay and 3.97 abstention. (Ms. Cordes and Ms. Grow.)

At this point Mr. Mitchell entertained a motion to add an item to the meeting agenda; following agenda item [2] (Adoption of the March 14, 2019 Minutes) to elect the members of the Audit Committee and

appoint the Committee Chair. Mr. Mitchell also pointed out that FOIA requires an affirmative vote of 2/3rds of the Directors present and voting to add an item to the agenda of a regular meeting. Mr. Flynn made a motion to resolve that an item be added to the meeting agenda following agenda item [2] to elect the members of the Audit Committee and appoint the Committee Chair. The motion was seconded by Mr. Kelly and the motion passed unanimously by a vote of 34.96 yea, 0.00 nay and 0.00 abstention.

Mr. Mitchell then recommended that Mr. Flynn, Mr. Giordano, and Mr. McKernan be considered for Audit Committee membership, and Mr. Mitchell recommended Mr. Flynn to serve as the Committee Chair. Ms. Oliver made a motion to resolve, that Mr. Flynn, Mr. Giordano, and Mr. McKernan are elected to serve as members of the Audit Committee in accordance with Article XIII of the District's By-Laws, and Mr. Flynn is appointed to serve as Chair of the Committee. The motion was seconded by Mr. McNamara and the motion passed unanimously by a vote of 34.96 yea, 0.00 nay and 0.00 abstention.

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 2019 for the Special Revenue Fund, General Fund, Spruce Street Parking Lot, and Union Station. She stated that the; Special Revenue Fund (SRF) accumulated approximately \$20.6 million in actual revenues, which is 2.0% or \$337,000 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 Administrative Capital, Enfield Intermodal Center, Regional Bus Shelters, and Vehicle Procurement. The SRF is accounted by various programs and summarized as follows: ADA Paratransit (\$13.3 million), Capital (\$3.9 million), and Administrative (\$3.4 million). General Fund has yielded a favorable variance of \$80,000 in excess of revenues over expenses primarily as a result of higher interest rate. The Spruce Street Parking Lot shows a favorable variance in excess of revenues over expenses of \$22,500. This is primarily a result of higher daily parking revenue; partially offset by a combination of higher capital cost and lower professional services. Union Station has generated nearly \$2.4 million in actual revenues, incurred \$2,297,000 in actual expense, and yielded \$75,000 in excess of actual revenues over expenses. Comparing budget to actual, Union Station has yielded a favorable variance on \$41,000 in excess of revenues over expenses. This occurred primarily as a result of higher rental income and lower professional services, real estate taxes, plus administrative costs than budgeted. Overall, the District total excess of actual revenues over expenses for the first nine months of fiscal year 2019 amounted to approximately \$415,000, which is \$144,000 higher than budgeted. Mr. Mitchell 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 34.96 yea, 0.00 nay and 0.00 abstention.

Ms. Cassidy inquired about the Regional Bus Shelter Program. Ms. Shotland explained that the District has approximately \$250,000 for bus shelters in the region. One will be installed soon at Bushnell Park across from Union Station and possibly one in Andover. The District is working with the City of Hartford to identify other locations in Hartford and working with other communities as well.

At 7:22 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 2020. Ms. Vo-Le

provided a comprehensive overview of the FY2020 budgetary projections by program and fund. The District's budget consists of three funds: Special Revenue, General, and Enterprise. The Special Revenue Fund is funded by federal grants, state grants, and local match. The Special Revenue Fund's major funding sources are CTDOT and FTA grants: 87% of the revenues is coming from CTDOT grants and 12% is FTA grants. It includes one operating program, various administrative programs, and several capital projects. Each of these programs and projects has its own budget. The Special Revenue Fund total budgeted revenues are \$26.9 million (FY20) and \$26.2 million (FY19). The ADA is a major operating program of the Special Revenue Fund that has a budget of \$17.9 million (FY20) and \$17.8 million (FY19). The budgets for the Administrative programs are as follows: Dial-A-Ride: \$360,000 for each of (FY20) & (FY19); New Freedom: \$43,000 (FY20) / \$43,000 (FY19); Drug and Alcohol Testing Consortium: \$463,000 (FY20) / \$341,000 (FY19); Transit District Insurance Consortium: \$4.0 million (FY20) / \$4.0 million (FY19). (FY20) budget includes several capital improvements totaling \$4.2 million in comparison to \$4.9 million (FY19). The budgets of the Capital Projects are presented as follows: Enfield Intermodal Center \$115,750 (FY20) / \$474,132 (FY19); Regional Bus Shelters \$276,700 (FY20) / \$321,165 (FY19); New ADA Facility \$405,000 (FY20) / \$0 (FY19); Administrative Capital and Support Equipment \$985,470 (FY20) / \$421,047 (FY19); Vehicle Procurement \$2.3 million (FY20) / \$2.7 million (FY19); and the New Britain Livability Program \$101,800 (FY20) vs. \$1,027,450 (FY19).

The General Fund is the District's primary operating fund. Funding sources consist of member town contributions, interest income, and sale of disposed vehicles. Revenue generated from the sale of vehicle disposal is restricted. The General Fund is budgeted at \$230,425 (FY20) / \$195,981 (FY19) in revenues and \$52,250 (FY20) / \$53,726 (FY19) in expenses, yielding \$178,175 (FY20) / \$142,255 (FY19) in excess of revenues over expenses. The District's Enterprise Fund includes: Spruce Street Parking Lot and the Union Station Public and Private Operations. Major funding sources consist of rental income, parking revenues, Federal grants, and State Grants. The Spruce Street Parking Lot is budgeted for \$379,300 (FY20) / \$446,958 (FY19) in revenues and \$109,600 (FY20) / \$230,741 (FY19) in expenses, yielding \$269,700 (FY20) / \$216,217 (FY19) in excess of revenues over expenses. Union Station Public Operation is budgeted at \$744,810 (FY20) / \$1.3 million (FY19) in revenues and \$623,355 (FY20) / \$1.1 million (FY19) in expenses, yielding \$121,455 (FY20) / \$126,607 (FY19) in excess of revenues over expenses. The Union Station Private Operation is budgeted at \$1.2 million (FY20) / \$1.8 million (FY19) in revenues, \$1.3 million (FY20) / \$1.9 (FY19) in expenses, and anticipated to have a -\$130,865 (FY20) shortfall vs. -\$81,269 (FY19). Both Public and Private Operations are budgeted at a net of -\$9,410 (FY20) shortfall / \$45,338 (FY19) in excess of revenues over expenses. In summary, the Enterprise Fund is anticipated to yield \$260,290 (FY20) / \$ 261,555 (FY19) in excess of revenues over expenses. Overall, total fiscal years 2020 and 2019 budgets for the District are: \$29.4 million and \$29.8 million in revenues, \$29.0 million and \$29.4 million in expenses, \$438,465 and \$403,810 in excess of revenues over expenses respectively. This excess is contributed by the General Fund and the Enterprise Fund.

Mr. Mitchell asked if there were any comments or questions from the public. There were none. At 7:43 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 2019 itemized revenues and expenditures, (2) Fiscal Year 2020 itemized

revenue and expenditure estimates, and (3) excess of revenues over/under expenditures as of the close of 2019. The Chairman then asked if there were any members of the Board wishing to make comment. Mr. Pitcock asked why the local match dropped from \$320,000 to \$40,000. Ms. Vo-Le explained that it is because the New Britain project will be complete. Ms. Pet inquired about the status of the restaurant leasehold. Ms. Shotland reported that there is a termination agreement with Chango Rosa and the District will receive payments up until May 2020. She also noted that we anticipate additional income from events held in the great hall. After no further discussion, the Board approved the motion made by Mr. Pitcock and seconded by Mr. Jansen. The motion passed unanimously by a vote of 34.96 yea, 0.00 nay and 0.00 abstention.

Next on the agenda Mr. Mitchell asked for consideration of Resolution No GHTD-20-FTA-1 Authorizing Filing and Acceptance of Federal Grants. Upon motion made by Ms. Gamble and seconded by Mr. Kelly the motion passed unanimously by a vote of 34.96 yea, 0.00 nay, and 0.00 abstention. The Chairman then asked for consideration of Resolution No. GHTD-20-STATE-1, Authorizing Filing and Acceptance of State Grants. Upon motion made by Mr. Flynn and seconded by Mr. Raney, the motion passed unanimously by a vote of 34.96 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:

- A bucket loader and plow truck for Roberts Street was procured for snow removal at the site.
- Received eight (8) out of thirty (30) new replacement ADA Paratransit buses. The rest will be delivered by 6/30/19. The current total fleet is 157.
- Had a discussion with First Transit to add a Manager-in-Training position to the staff for the ADA Paratransit operation. This employee will be hired as part of a management training program, wherein the company provides on-the-job training and experience for individuals who are ultimately interested in transit.
- The District can no longer purchase diesel chassis as they are not available, thus there is a need to convert the diesel tank in East Hartford to gas. The current fueling tank on the 148 Roberts Street property is a 10,000-gallon diesel tank. The District procured this tank in 2006. Whereas the fleet was 100% diesel until three years ago, we have been forced to buy only gasoline vehicles since both Chevrolet and Ford no longer make the chassis for diesel. The outside fueling process is very expensive and the pass-through costs to CTDOT can be lowered significantly if we were to convert the current tank and procure fuel through the Department of Administrative Services (DAS).

Mr. Mitchell asked Mr. Gonzalez to continue with his Operations Report.

- The Spruce Street Canopy project which includes scraping, painting and replacing gutters will be complete by the end of this fiscal year.
- The Union Station maintenance staff will be performing several tasks to spruce up the facility over the summer.
- In regards to the Union Station brownstone repairs, Capasso Restoration is moving along on schedule. Phase II work is nearly complete with some punch list items remaining. Some

structural repairs were identified that need to be addressed. The District is discussing the design of those repairs with architects.

- A contractor was hired and just completed repairs to the concrete in the bus berthing area and in the small north side parking lot at the station.

Ms. Pet asked if the bus bay cement was defective. Mr. Gonzalez stated that it was from normal wear and tear from the significant number of buses that utilize the bus berthing area daily. Ms. Cassidy wanted to know if the BID's Executive Director had contacted him with a contact for the street lights. He said at that point in time that she had not.

Mr. Mitchell then asked Ms. Deppe to continue with the presentation of her department's report, and she stated the following: Work continues on the City of New Britain's Beehive Bridge Project. During the winter, the bridge sub-contractor performed work on the east side of the bridge. Construction also resumed in April on sidewalks, curbing and paving on the east side of Main Street. Work on the pedestrian enclosure progressed over the winter and is nearly complete. Installation of the colored enclosure panels will be complete in July. The bee and hive sculpture (currently in fabrication) will be installed in August. All FTA funds have been expended, however retainage is being withheld until project completion. 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 has been ordered and will be installed upon delivery (expected in early July). The District is also working on obtaining approvals to install bus shelters at other locations in Hartford and additional communities in the region, as funding permits. 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.

In regard to procurement some of the following tasks have been completed: Developing an RFQ for a video surveillance system and also camera and server upgrades at Union Station. 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. We are currently seeking replacement fencing around the Amtrak parking lot leasehold on the north side of Union Station, and awaiting a new canopy over the District's main entrance. Several contract extensions have executed including those for the Employee Assistance Program and Substance Abuse Professionals, fire control systems testing and inspection for both Union Station and Roberts Street.

Ms. Pet inquired if there is currently Bradley Airport Express service at Union Station. Ms. Shotland replied that there is, but it will be expanded in the future and will have stops at Union Station on a more frequent basis.

Ms. Shotland then presented her administrative report by discussing the following:

- 5307 grant funding for the upcoming fiscal year will equate to an additional \$3,950,000. 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.
- Total grant balance available now based on current District projects=\$11,000,000.
- CTDOT has reached out to the District to see if there is an opportunity to assist with some trips for Medicaid transportation. Ms. Grow asked if the District would have to compete for the non-emergency medical trips. Ms. Shotland replied that there is a large need for these specialized trips, but we are still evaluating the costs and analyzing how it will integrate into our ADA Paratransit service.
- Actively pursuing a new tenant to replace Chango Rosa for the south end leasehold. There are currently a small number of interested parties. Ms. Pet inquired about the inability of Chango Rosa to stay open. Ms. Shotland said that there were various reasons for the closure, but the termination agreement was amicable and the District will receive monthly payments through May 1, 2020.
- An updated website will be deployed over the next several months. Working with our current vendor to give the site a makeover and to construct it to be more accessible.
- Negotiation and property acquisition in East Hartford. Approval was received from CTDOT to acquire two lots immediately adjacent to our East Hartford ADA Paratransit Operations and Maintenance Facility for the future growth at the complex. The first property to be acquired is approximately 34,000 square feet, and the second property is approximately 47,000 square feet. She stated that there is a critical need for additional parking as the service continues to grow. The additional purchase of the two proposed parcels will be consistent with DOTs policy establishing the end owner to be CTDOT. Mr. Kelly inquired about the property acquisition and if all of the property will be turned over to CTDOT. Ms. Shotland explained that the District would maintain ownership of the 148 Roberts Street land and building.

Mr. Mitchell then called upon Ms. Cassidy to provide the CRCOG Transportation Committee report. Ms. Cassidy provided the committee reports from the March, April and May meetings. She provided a summary report from the three meetings held. The items included:

- **CTrail Hartford Line Stations** – There are six rail stations along the Hartford Line that are slated for development (Enfield, Newington, West Hartford) or improvement (Windsor, Windsor Locks, Berlin). A meeting of the chief elected officials of these towns, along with appropriate town staff discussed funding and possible legislation regarding the development of these stations.
- **Active Transportation Committee** - The Active Transportation Policy Subcommittee has been formed and is charged with developing a draft complete streets policy for the Region.
- **Special Transportation Fund (STF)** – The 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.

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- **Build Grants** – The U.S. Department of Transportation (USDOT) has announced a competitive grant funding opportunity to provide infrastructure investments needed to better connect rural and urban communities. BUILD funding can be used for investments in surface transportation infrastructure to support roads, bridges, transit, rail, ports or intermodal transportation.

Mr. Mitchell asked if there was any new business for discussion. Mr. Jansen requested changes to the “total columns” on the ADA Operation Comparison Statistics Report. Mr. Gonzalez stated that this will be modified. Mr. Mitchell announced the appointment of Directors to the Personnel Committee and stated that they will be meeting on June 10th. He then reminded the Directors the next regular meeting (and last one before the summer) will be held on Thursday, June 20, 2019. 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 34.96 yea, 0.00 nay, and 0.00 abstention. The Annual Meeting was adjourned at 8:27 p.m.

Respectfully submitted,


David Raney
Assistant Secretary

Adopted: 06.20.19
Distributed & Posted: 0621.19