



REGULAR MEETING
BOARD OF DIRECTORS
GREATER HARTFORD TRANSIT DISTRICT
Hartford Connecticut
November 14, 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: Marilyn Pet (2.30), East Hartford; Gilbert Hayes (1.0), East Windsor; Stephen F. Mitchell (2.00) and Kevin Mooney (2.00) by conference call, Enfield; Laurel Grow, (1.14), Farmington; Frank Lord (2.79), Jennifer Cassidy (2.79) and Kevin R. McKernan (2.79), Hartford; Paul McNamara (2.61), Manchester; Gary Pitcock (1.15), South Windsor; Mary A. Oliver (1.31) by conference call, Vernon; 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. Leslie Zoll (Partner) represented the firm of Blum Shapiro. *(The numbers represented in the parenthesis of this paragraph equate to the weighted vote for each Director in attendance.)*

Mr. Mitchell asked if there were any members of the public who wished to address the Board. There were none. Mr. Mooney then moved adoption of the September 19, 2019 meeting minutes with a correction to the spelling of Mr. Rainey's name (page 2 in paragraph 3), which was seconded by Ms. Oliver and approved by a vote of 25.67 yea, 0.00 nay and 0.00 abstention.

Mr. Mitchell next presented the proposed Calendar Year 2020 meeting dates, noting in particular the Annual Meeting that is scheduled for May 21, 2020 and a reduction in meeting from seven a year to six. Mr. Quintero moved acceptance of the Calendar Year 2020 meeting dates which was seconded by Mr. Raney and approved unanimously by a vote of 25.67 yea, 0.00 nay and 0.00 abstention.

Mr. Mitchell went onto state that the Board has to take a vote on filling a vacancy for the office of Vice Chairman as Mr. Lord has stepped down from that role. Mr. Mitchell then recommended Brendan Flynn to fill the Vice Chairman's position. Mr. McNamara moved acceptance which was seconded by Mr. Pitcock and approved unanimously by a vote of 25.67 yea, 0.00 nay and 0.00 abstention.

Mr. Mitchell next stated that the Board must now vote to fill the vacated role of Treasurer since Mr. Flynn will be taking on his new role as Vice Chairman. Mr. Mitchell then recommended Kevin McKernan fill the Treasurer's position. Mr. McKernan currently serves on the Audit Committee. Ms. Oliver moved acceptance which was seconded by Mr. Hayes and approved unanimously by a vote of 25.67 yea, 0.00 nay and 0.00 abstention.

The Chairman then called to order the Public Hearing related to the proposed FY 2019 & FY 2020 budget revisions at 7:14 pm. Ms. Vo-Le provided an overview of the FY'19 budget and actuals as follows and stated that; the Special Revenue Fund's actual result is \$24.7 million or 6% lower than its budget. Of which, 89% or \$22.1 million was funded by CTDOT, \$2.1 million by FTA, \$423,000 by local match, and \$143,000 by passenger fares. The majority of its expense was spent for transportation projects (\$22.1 million), program administration (\$1.8M), and professional services (\$787,000). The ADA Paratransit program is a major operating program of the District. This program had incurred a total of \$18.2 million in actual expenses which is \$1.6 million lower than its budget due to a lower approved amount by CTDOT after the budget had been approved by the Board in June 2018. The program had spent \$14.2 million in ADA service and the remaining costs are accounted for as fuel & fleet maintenance, program administration, and other eligible direct costs. The Administrative Program's actual total is 16% or \$741,000 lower than budgeted mainly due to lower cash claims incurred under the Insurance Consortium. The actual activities for the Capital Program of \$2.6 million, is 47% or \$2.3 million under budgeted primarily due to timing in accepting the new buses and lower costs than anticipated in the Enfield and Regional Bus Shelter projects; which were partially offset by higher construction activities under the New Britain Livability. The General Fund is the District's operating fund. Its primary funding sources consist of member town dues, investment income, and proceeds from sale of disposed vehicles. The General Fund's actual excess of revenues over expenses is \$88,000 or 62% higher than its budget primarily as a result of higher interest earned during the fiscal year. Parking fees plus federal and state grants are the funding source for the Spruce Street Parking Lot. Comparing actual to budget, the Parking Lot excess of revenues over expenses is higher than budgeted by 26% or \$56,000. Its robust financial performance during fiscal year 2019 is attributed by generating more revenues from daily parking fees. Comparing to the budget, Union Station's actual result is higher by \$1,123 in excess of revenues over expenses. The Enterprise Fund yields \$319,000 in actual excess of revenues over expenses or \$57,000 higher than its budget. The District's total actual revenues and expenditures for fiscal year 2019 are \$28.8 million and \$28.3 million; respectively, yielding \$549,000 in actual excess of revenues over expenditures or \$146,000 higher than budgeted. Mr. Quintero asked about the shortfall and how was that made up. Ms. Shotland stated that the ADA paratransit program is funded at 100% by the State. Ms. Cassidy inquired about the reason for the higher parking revenues. Ms. Shotland explained that the majority was due to the rail service.

She next went onto discuss the FY'20 Proposed Budget Revisions. She began by stating that the Special Revenue Fund's revised budget, totaling \$26.6 million, is \$320,000 or 1.1% lower than its original budget that had been

adopted by the Board in June 2019. This occurs due to various programs such as ADA, Drug & Alcohol and Insurance Consortiums in which CTDOT's approved amount was less than the original budget. The General Fund and the Enterprise Fund's budgets remain the same. Mr. Mitchell asked if there were any comments from the public. There were none. He then asked for comments from the Board. Hearing none, the Chairman reconvened the Regular Meeting at 7:35 pm.

Mr. Mitchell asked for a motion from the Board for approval of a public notice to be placed in the Hartford Courant for the FY'19 & FY'20 Proposed Budget Revisions. Ms. Oliver moved acceptance which was seconded by Mr. Quintero and approved unanimously by a vote of 25.67 yea, 0.00 nay and 0.00 abstention.

The Chairman then yielded the floor to Ms. Leslie Zoll of Blum Shapiro to provide a presentation on the Comprehensive Annual Financial Report, the State Single Audit Report, and the Federal Single Audit Report. She stated that the audit is complete and awaiting final approval from the Board of Directors at this Regular Meeting, thereafter, Blum Shapiro will be able to issue the financial statements. She said that they will be issuing an unmodified and clean opinion on the financial reports, and there were no material weaknesses in the internal control over financial reporting. The unmodified (clean) opinion also applied to the Federal Single Audit on compliance with regard to federal grant requirements and to the State Single Audit in regard to state grant requirements. She stated that there were no difficulties encountered in performing the audit, no disagreements with management, no uncorrected misstatements, and no independence issues. Ms. Zoll noted that the Certificate of Achievement in Financial Reporting had again been awarded by the Government Finance Officers Association for the FY 2018 (CAFR) and that the agency will submit its application for FY 2019 as well. Mr. Gardow asked about Other Post-Employment Benefits (OPEB) liability and if that is an issue for the District like it is for other organizations. Ms. Zoll responded that it was not and that the District has a much smaller staff in comparison to municipalities or other similar organizations. The Chairman asked if there were any other questions or comments from the Board regarding the presentation. There were none and Mr. McNamara moved that the FY '19 audit reports prepared by Blum Shapiro are hereby accepted, subject to revisions necessary to reflect changes made by the Board, if any, to the revised FY '19 annual budget presented to this meeting in connection with the revised budget's adoption, such action is scheduled to occur at the Board's December meeting. The motion was seconded by Ms. Oliver and accepted unanimously by a vote of 25.67 yea, 0.00 nay, and 0.00 abstention. Mr. Hayes mentioned that he wanted to praise the staff and Ms. Zoll for their good work.

Mr. Mitchell asked Mr. Gonzalez to give his ADA report. Mr. Gonzalez stated that; there continues to be some issues with the Mobile Data Terminals (MDTs). This has been causing some service interruptions with the equipment thus affecting the information being relayed to the ADA operations. The District, in conjunction with First Transit and StrataGen (MDT provider), is working on a resolution by updating our equipment and moving from radio data communication to 4G wireless communication. It is anticipated that the conversion will take up to 4 months. There are still several steps to take to integrate this into the operation. There still remains one large bus procurement left on the final year of the District's contract with Shepard Brothers. The anticipated order will be approximately 30 buses. First Transit administrative/management position openings include; a Manager- in-Training, and also a replacement for the Fleet Maintenance Manager. The most recent hire for Customer Service

Manager appears to be working out well. Also noted that the District is continuing to work with Comprehensive Environment Inc. (CEI) on converting the diesel tank to a gas tank. This is a fairly lengthy process, but it is necessary since the majority of the paratransit fleet is now gasoline fueled. Mr. Gardow asked if the buses are Fords, and Mr. Gonzalez noted that they are. Ms. Grow asked how much more is the wireless service vs. the current data per month. She was told that it will be approximately a \$1,600 increase.

Mr. Mitchell asked Mr. Gonzalez to continue with his Operations Report. Mr. Gonzalez responded by apprising the Directors of the following; currently working with a plumber to isolate and identify the water pipes in the old restaurant area. Once this task is completed a plumber will be hired to install valves that will shut off designated areas when needed. The problem in the past has been that when a major leak occurs the water to the entire building would have to be shut off temporarily to repair the leaks. There have been several leaks in the Great Hall coming from underneath the wooden benches. A contractor was hired to scope out the problem (and use a specialized camera to find where the exact leaks are coming from.) They have identified cracked pipes behind the brownstone wall and possibly underneath the staircase and sidewalk on Union Place. There have been difficulties moving forward with the repairs since the contractor is now non-responsive in regard to the next steps. Working to improve the security contractor's oversight in the building. One step is to update the current touring equipment and procedures. A critical piece of equipment in the building seized up (large blower) and the District's HVAC contractor will be replacing it. The lead time is several weeks and it is hoped that it comes in before the winter heating season sets in. Beside the substantial cost the actual work to remove the current blower and replace it is going to be challenging. Mr. Gonzalez has also travelled along with Ms. Vo-Le and the consortium's insurance broker to several member sites to discuss claims and accident safety prevention. This is an annual visit to the other Districts which is a requirement of our oversight of the Statewide Insurance Consortium program. Once the site visits are performed all information is tabulated and then provided to CTDOT.

Mr. Mitchell then called upon Ms. Deppe who was asked to provide an update from department. She stated that the District is working on its Title VI update which is due to FTA in January 2020. This will be brought to the board to be adopted at the December meeting. The District's DBE Goal and Methodology for FY20-22 was reviewed and approved by the FTA in November. A bus shelter was installed at Bushnell Park on Asylum Avenue across from Union Station in October which was based on one of our previous Director's recommendation, Nicholas Addamo. The District continues to work with the City of Hartford, CTTransit, and other communities to identify additional locations for bus shelter installations. Two of those locations include Granby and Newington which were both recommended by Directors from our Board. Staff have been working with Image Works on upgrades to the District's website. Ms. Deppe provided a demonstration of the site and also mentioned that the website will go live within the next two weeks. In regards to procurement some of the following tasks have been completed: Tai Soo Kim Partners was hired to do the plans and specifications for the renovations to the public restrooms, Ten (10) proposals were received and are being reviewed for the RFQ/RFP for the A&E Services for the Roof Replacement at Union Station, a consultant was hired through a competitive process to develop the District's Public Transit Agency Safety Plan (PTASP), which is due to FTA by July 2020. Two proposals were received for the RFQ for the renovations to the old restaurant leasehold to create additional office space. She noted that the District is working on additional major procurements for; the HVAC preventative maintenance contract at Union Station, ADA Paratransit Vehicles, and for the management of the ADA paratransit operation. Mr. Gardow asked

how many hits the District's website gets each month. Ms. Shotland said she believes it is about 300 new ones per month, but would double check the numbers. Mr. Quintero asked if the bus shelters need to have advertising panels. No they do not. Shelters that have advertising panels are by the request of towns.

Mr. Mitchell then asked Ms. Shotland to provide her Administrative report. She provided the Directors with the following update:

On November 13th a Public Hearing in East Hartford of the Planning and Zoning Commission was held. The first agenda item included a Zoning Map Change for 144 Roberts Street. The requested change is from the Residential 3 (R-3) district to the Industrial 2 (I-2) district to provide additional parking for the ADA paratransit operation. The second zoning map change for 148 Roberts Street related to a map change of the north east corner of the property from the Residential 3 (R-3) district to the Industrial 2 (I-2) district to make the zone line coincident with the current property boundary. The Commission approved our request on both properties. She stated that there are many steps to move through prior to acquisition, but the process is moving along on all fronts.

The District went out to bid on a "Digital Dynamic Sign." A vendor has been selected and will be installing a 4' x 8' advertising electronic board facing both Asylum and Spruce Streets within the next 90-120 days once all proper permits are approved. The two-way average traffic for location exposure on Asylum is approximately 12,200 cars daily and on Spruce it is approximately 6,400 cars daily. This would equate to 10,183,500 exposures per year. The messages will rotate 18 hours per day/7 days per week. The messages will be 8-seconds in length and are separated by information (time/temp and/or day/date.) The District's return on investment (ROI) should be substantial once all procedures for marketing and sales are established. All advertisements will be of reputable character, shall conform to recognized business standards, and shall not conflict with any state, federal or political subdivisions, thereof. The District will reserve the right to approve all advertising.

Ms. Cassidy asked which directions the signs will face. She was told that one will be angled toward Asylum and the other side of the display will be on Spruce Street. Ms. Cassidy asked if we were going to notify Artspace of the public hearing. Ms. Shotland expressed that the proper procedures will be followed at that time for notifications based on the zoning requirements.

Ms. Shotland noted that it is time for the District's Federal Transit Administration's (FTA) Triennial Review. The last one was performed in 2017. The review determines whether a recipient is administering its FTA-funded programs in accordance with Federal transit law provisions. It assesses the recipient's management practices and program implementation to ensure that the programs are administered in accordance with FTA requirements and are meeting program objectives.


At the end of this week Ms. Shotland will be sending a draft lease to the proposed tenant for the restaurant space. The negotiations have been on-going for approximately three months and once all of the capital improvements to the space are completed the tenant will take occupancy on May 1st, 2020. The initial term shall begin on the commencement date and shall continue until April 30, 2035.

The Chairman then asked Ms. Cassidy to present the CRCOG Transportation Committee report from October 21, 2019. She stated that the Draft 2020-2024 CTDOT Capital Plan was discussed. CRCOG staff is concerned that 20-25% of the program identified in the Plan may be determined to be unaffordable once the program is constrained to available revenue. Critical projects that would most likely be cut in the Capitol Region could include preliminary engineering for the I-84 Hartford project, track and station improvements on the CTrail Hartford Line, and multiple trail projects. CRCOG is also working with the Pioneer Valley Planning Commission (PVPC) on an economic impact study of Hartford-Springfield-Boston rail service. Ms. Pet asked what is happening with Congressman Larson's plan and the I-84 viaduct. Mr. Mitchell stated that he is part of a team reviewing different options for the I-84 viaduct. He responded by providing specific information as to the status of each project and what the future for each may entail. Mr. McNamara asked if Hartford will be replacing the Lime Bike program. The response from staff was that the City of Hartford is planning on a replacement program.

Mr. Mitchell wanted all to know that the next Regular Board of Directors Meeting will be held on Thursday, December 12, 2019 at the District's offices in Hartford.

There being no further business brought before the Board, Ms. Oliver moved that the meeting be adjourned. Upon seconding by Mr. Quintero, the motion passed by a vote of 25.67 yea, 0.00 nay, and 0.00 abstention. The Regular Meeting was adjourned at 8:51 p.m.

Respectfully submitted,



David Raney/Assistant Secretary

Adopted: 12/12/19