



REGULAR MEETING
BOARD OF DIRECTORS
GREATER HARTFORD TRANSIT DISTRICT
Hartford Connecticut
September 19, 2019

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

At 7:05 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; Marilyn Pet (2.30), East Hartford; Stephen F. Mitchell (2.00), Enfield; Kevin R. McKernan (2.79), Hartford; James McCavanagh (2.61), Manchester; William Hall (1.37), Newington; Gary Pitcock (1.15), South Windsor; Mary A. Oliver (1.31) by conference call, Vernon; Brendan T. Flynn (1.19) and Peter Gardow (1.19), Wethersfield; Laura Cordes (2.83), West Hartford; 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.)*

Next the Chairman asked if there was any members of the public who wished to address the board. There were none. Ms. Gamble then moved adoption of the June 20, 2019 meeting minutes, which was seconded by Ms. Oliver and approved without modification by a vote of 23.18 yea, 0.00 nay and 0.00 abstention.

Mr. Mitchell then asked that Ms. Vo-Le provide the financial report. Ms. Vo-Le provided a summary of the District's budget and actual results as of June 30, 2019. She stated the following for the twelve months ending June 30, 2019. The Special Revenue Fund accumulated approximately \$24.7 million in actual revenues, which is 10.0% or \$2.7 million under budget primarily due to lower expenses incurred under Vehicle Procurement and the Insurance Consortium Program. The Special Revenue Fund is made up of several programs and summarized as follows: ADA Paratransit (\$18.1 million), Capital (\$2.6 million), and Administrative (\$4.0 million). The General Fund has yielded a favorable variance of \$88,282 in excess of revenues over expenses mainly due to higher STIF interest earned. The Spruce Street Parking Lot shows a favorable variance in excess of revenues over expenses

of \$56,231 as a result of greater daily parking fees collected and grant revenues; partially offset by higher parking operating expenses and costs associated with a new parking management system than budgeted. Union Station yielded a favorable variance of \$1,122 in excess of revenues over expenses. Overall, the District's total excess of actual revenues over expenses for fiscal year 2019 amounted to approximately \$549,444, which is \$145,635 higher than budgeted. Ms. Vo-Le also noted that the District had successfully completed its fiscal year 2019 financial year-end audit. The audit fieldwork, which took place during the weeks of June 10th and August 12th & 19th, went extremely well. As a result, there does not appear to be any pending issues to report at this time.

Mr. Pitcock asked if the New Britain Beehive Bridge Project is the same as the Livability project and why the budget and actuals vary greatly. He was told that it is the same project, and most of the federal funds were expended early on except for retainage which is still outstanding. A great portion of expenses were spent in the previous fiscal year which may explain the variance.

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. Rainey. The motion was passed unanimously 23.18 yea, 0.00 nay and 0.00 abstention.

Mr. Mitchell then asked Mr. Gonzalez for the ADA presentation. He stated the following:

- Comprehensive Environmental Inc. (CEI) has been hired to do all of the environmental work for preparation of converting the District's diesel tank at Roberts Street to gas. This is based on the fact that the diesel vehicles in the fleet have been reduced significantly over the past three years.
- All replacement vehicles for this fiscal year have been received and are being placed in service.
- First Transit has had (2) key management positions to fill; the maintenance manager and the customer service manager positions.
- The ADA operation is in the midst of procuring (3) major Trapeze software packages. The first is for mapping and geocoding, the second is for improving the customer service reporting, and the last is for improving payments for our ADA paratransit passengers.

Ms. Cordes inquired about EZ-Wallet. Mr. Gonzalez explained that the next step over this upcoming year will be to add this Trapeze module which is designed to allow riders to prepay their fares and allow them to travel without the need to have a fare ticket or cash. Many transit systems are already using this module and we are excited to move in this direction also. Ms. Oliver asked how we market the ADA Paratransit service. The District performs site visits to various senior centers, schools, and alike. Staff attends local or statewide disability events where we provide information about the ADA Paratransit service. Ms. Oliver also inquired about how disabled college students can find out about the service. Again, she was told that the service is highly publicized and it is a federally mandated program that is widely communicated through various sources.

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

- New video surveillance system camera and server upgrades at Union Station are currently being installed.
- New replacement fencing in sections surrounding the north Lot (Amtrak leasehold area) was installed.
- New durable rubber tiles have been installed in the Transportation Center vestibule in areas which are considered heavy traffic areas.
- A 30-yard dumpster was filled as we performed a major cleanup of unnecessary storage items.
- The Spruce Street Canopy project is complete as the final major items (lights and drain spouts) were installed over the past three weeks.
- American Rooter was hired to perform work on a drain pipe that runs from the roof through the back of the built-in benches in the Great Hall. We began to encounter severe flooding in the Great Hall approximately 1 ½ years ago, and this problem has become more complicated due to the age and construction of the piping. The District is currently weighing our alternatives to repair the problem.

In regard to the Union Place Street construction Mr. Gardow asked when the street was done and was it a City of Hartford or District project. He was told that it was part of the TIGER IV project. The District was the fiscal agent, but the construction was a phase of the entire Hartford Intermodal Triangle project. The street construction was needed so that the new Transit Center at Union Station could be built and also to provide the cut-out for CTtransit buses on Union Place. This phase also included replacing the staircases at the station and building the ADA accessible ramp. Ms. Oliver asked how much it costs for the janitorial maintenance at Union Station. Ms. Shotland told her that costs exceed well over \$200,000 annually. Shotland went on to explain the depth of the work performed by the maintenance staff. She stated that District management is extremely proud of how efficient and effective the small maintenance team is. She went on to say that the crew deals with some unimaginable difficulties and that they are to be commended for their efforts.

Mr. Mitchell then called upon Ms. Deppe to provide a report from the Grants & Procurement department. She stated the following:

- Work continues on the City of New Britain's Beehive Bridge Project. There will be a dedication ceremony on 9/19. Substantial completion is expected to be issued in early October. Greater Hartford Transit District will be named on a plaque on bridge.
- The District is working with a contractor to install bus shelters at Bushnell Park on Asylum Avenue across from Union Station and at the Hartford Regional Market this fall. The District continues to work with the City of Hartford and CTtransit to identify additional locations in Hartford for bus shelter installation in the spring of 2020.
- An RFQ/P process is underway for A&E services for renovations to the public restrooms. 7 proposals were received and are currently under review.
- An RFQ/P is being developed for the roof replacement at Union Station.

- A Public Transit Agency Safety Plan (PTASP) must be developed by July 2020. The District has begun to look into the requirements.
- Staff has been working with Image Works on upgrades to the District's website. The upgrades will make the site modern and easy to navigate.

Mr. Quintero asked if we are going out to bid for roof renovations. He was told that the current RFQ/P is to procure the A&E services. At a later date the construction portion will go out to bid. Mr. Hall asked about the Beehive Bridge Project and how they City will prevent vandalism of the sculptures. There is video surveillance, but the District is not aware of a plan on how to prevent vandalism. The plan for the lights for the sculptures was for them to be recessed into the ground to prevent damage.

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

- (CEI) is assisting the District in the NEPA process for the land acquisition at Roberts Street in order to comply with the requirements of the Inland Wetland Regulations, Zoning Regulations, Engineering Design Requirements, and Storm water Requirements of the Town of East Hartford. The NEPA CE Checklist is currently under review by FTA. CEI is working with East Hartford on the all the zoning and wetlands requirements.
- Working on procuring digital signage for the Spruce Street Parking Lot. This will create better visibility for the parking lot and significant opportunity for additional revenue generation.
- In regard to the Enfield Intermodal Center project; the District, FTA and Town will be meeting to discuss changes that Enfield wants to make in regard to the scope of the project and the Grant.
- The District applied for funding in regard to the Mobility on Demand Sandbox Program Grant. The FTA's Integrated Mobility Innovation (IMI) Program funds projects that demonstrate innovation, new technologies, enhance public transportation effectiveness, increase efficiency, expand quality, promote safety and improve the traveler experience. The District is partnering with Transportation General, Inc. (M7), the largest private passenger transportation company in CT, to address the unmet transportation needs of low-income individuals, people with disabilities and senior citizens. The idea is to provide transportation services for all passengers through the "Trip Connect" app which will augment service to remote areas and outside peak times in smaller, more fuel-efficient vans.

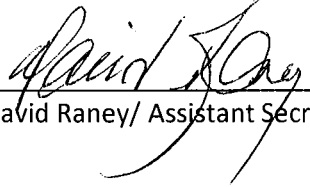
Ms. Cordes inquired if other transit systems have partnerships such as the one we have formed with M7 to perform innovative transportation services. Ms. Shotland stated that many systems around the country are using alternative approaches and teaming up with private partners to perform transit services to meet the changing needs of the riding public.

Mr. Mitchell then called upon Ms. Shotland to provide the CRCOG Transportation Committee report from July 22, 2019. She stated that the CRCOG staff will be having a discussion with an economist about performing an economic impact analysis of rail service between Boston, Springfield, Hartford, and New Haven. The current East-West Passenger Rail Study being conducted in Massachusetts does not include consideration of ridership

to/from Connecticut, and the results of CRCOG's economic impact analysis could encourage Massachusetts to incorporate Connecticut into the study.

Mr. Mitchell called for new business. Ms. Cordes asked if there was an update on the restaurant space. Ms. Shotland stated that she is in discussion with one firm at the present time and will hope to have more details by the November Board Meeting. He then reminded the attendees that the next Board of Directors Meeting will be held on Thursday, November 14, 2019. There being no further business brought before the Board, Mr. Rainey moved that the meeting be adjourned. Upon seconding by Ms. Oliver the motion passed by a unanimous vote of 23.18 yea, 0.00 nay, and 0.00 abstention. The Regular Meeting was adjourned at 8:12 p.m.

Respectfully submitted,



David Rainey/ Assistant Secretary

Adopted: 11/14/19