



REGULAR MEETING  
BOARD OF DIRECTORS  
GREATER HARTFORD TRANSIT DISTRICT  
Hartford Connecticut  
December 12, 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: Joan Gamble (1.84), Bloomfield; Marilyn Pet (2.30), East Hartford; Gilbert Hayes (1.00), East Windsor; Stephen F. Mitchell (2.00) and Kevin Mooney (2.00) by conference call, Enfield; Jennifer Cassidy (2.79) and Kevin R. McKernan (2.79), Hartford; Paul McNamara (2.61), Manchester; William Hall (1.37), Newington; Gary Pitcock (1.15), South Windsor; Brendan T. Flynn (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, LaShaunda Drake, Procurement and Contract Coordinator. (*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. Ms. Gamble then moved adoption of the November 14, 2019 meeting minutes, which was seconded by Mr. Quintero and approved without modification by a vote of 23.64 yea, 0.00 nay and 0.00 abstention.

The Chairman then asked for adoption of the Resolution to accept the Updated Title VI Plan. Ms. Drake was called upon to explain the plan in more detail for the Board. Recipients of Federal Transit Administration (FTA) funding must comply with Title VI of the Civil Rights Act of 1964 which states that no person in the United States shall, on the grounds of race, color, national origin, sex, age, disability/handicap, nor low income, be excluded from participating in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which a recipient receives Federal financial assistance. Recipients (and their sub-recipients) are required to have a public plan in place (clearly visible to the public) which is updated every 3 years. The District's plan update is due

January 2020. Mr. McNamara then moved adoption of the Resolution for the Updated Title VI Plan, which was seconded by Mr. Hayes and approved by a vote of 23.64 yea, 0.00 nay and 0.00 abstention. Mr. Pitcock asked where the District's Title VI plan is posted and are the documents posted in our fleet vehicles. Ms. Pet asked what are safe harbor languages. Mr. Hall asked if we have the translations readily available even when it has not yet been requested by the individual. Ms. Drake stated that Title VI information is posted on the District's website, in our fleet vehicles, on the waiting room bulletin board and in the ADA Rider's Guide. Additionally, Title VI information is dispensed during the ADA interview process and also made available at the District's ADA Operations and Maintenance Facility. She also stated that there is a Language Assistance Plan and we use census data to gauge the language needs of the population we serve. To date, the District has identified 13 safe harbor languages for written translation of vital documents.

The Chairman next called for the acceptance of the District's Final FY2019 Budget and Revised FY2020 Budget, each as presented at the public hearing held November 14, 2019, published in The Hartford Courant on November 21, 2019, and presented to this meeting. The Chairman noted that the FY2019 audit report was accepted at the Board's November meeting subject to revisions necessary to reflect changes made by the Board, if any, to the revised FY2019 annual budget presented at that meeting. He requested two separate motions. Mr. Flynn made the following motion which was seconded by Mr. Raney: "Resolved, that the District's Final FY2019 Budget as presented to this meeting be adopted." The motion was passed with 23.64 yea, 0.00 nay and 0.00 abstention. There being no revisions made to the revised budget as adopted this evening, there will be no revisions to the audit report necessary. Mr. Flynn made the following motion which was seconded by Mr. Quintero: "Resolved, that the District's Revised FY2019 Budget as presented to this meeting be adopted." The motion was passed with 23.64 yea, 0.00 nay and 0.00 abstention.

The Chairman requested that Ms. Vo-Le present the financial report. She stated that a summary of the District's budgets and actual results as of September 30, 2019 were as follows: The Special Revenue Fund accumulated approximately \$8.6 million in actual revenues, which is 29% or \$2.0 million higher than the budget. This occurred primarily due to insurance premium payment and the acceptance of FY19 buses during the beginning of the fiscal year. The General Fund has yielded an unfavorable variance of 3% or \$3,545 in excess of revenues over expenses due to a write-off of FY19 member town dues; partially offset by higher STIF interest earned than budgeted. The Spruce Street Parking Lot shows a favorable variance in excess of revenues over expenses of 6% or \$3,741. Through the end of October 2019, the parking lot has generated a total of nearly \$130,000 in parking fee revenues. Comparing it to the first four months of the prior fiscal year (7/2018-10/2018), the total revenue of parking fees has declined by \$11,371 or 8% from \$141,276 due to less traffic experienced during the summer of 2019. Union Station has yielded an unfavorable variance of \$14,139 in excess of expenses over revenues primarily due to real estate tax and liability insurance payments scheduled during the first quarter of this fiscal year; partially offset by settlement income associated with a lease termination agreement. Overall, the District's total excess of actual revenues over expenses for the first three months of fiscal year 2020 amounted to approximately \$154,055, which is 8% or \$13,943 lower than budgeted. Ms. Gamble made a motion for acceptance of the financial report which was seconded by Mr. Raney. The motion was passed 23.64 yea, 0.00 nay and 0.00 abstention. Mr. Quintero asked about the ongoing construction in

the parking lot complete. Ms. Cassidy wanted to know if we are experiencing more issues now with the parking lot equipment than in the past. Mr. Quintero was told that the CTDOT construction will continue for at least another year. Ms. Shotland also proceeded to state that when there are issues it is usually due to user error and the manner in which they try to pay. She reminded the Directors that due to a single entrance and exit lane when there are equipment failures it will take more time to clear a lane than those lots with multiple entrances and exits.

Mr. Mitchell asked Mr. Gonzalez to provide his ADA Report. He stated the following:

- Continuing to work with the Comprehensive Environmental Inc. (CEI) in regard to converting the District's diesel tank at Roberts Street to gas. Mr. Mitchell asked if the tanks are empty. Mr. Gonzalez stated that they are not because we still have a small fleet of diesel vehicles left.
- Just placed the last order for buses on the current five year contract.
- First Transit General Manager at the East Hartford site gave his notice. Interviews are being conducted for the position. There is currently an interim General Manager from a First Transit NJ site filling the position on a temporary basis.
- First Transit has also filled the important position of Fleet Maintenance Manager. Mr. Hayes wanted to know if the new manager is bi-lingual. Mr. Gonzalez was not sure.
- Continuing to work with our ADA Paratransit software provider on (3) major software implementation packages. The first is for mapping & geocoding, the second is for improving customer service reporting, and the last is for improving payment processing opportunities for the passengers.
- Begun the process to upgrade our MDT's (Mobile Data Terminals), and are switching from radio to a wireless platform through Verizon. Mr. McNamara wanted to know if the vehicles would be out long. Mr. Gonzalez said that the transition is being done on a schedule that will not allow any buses to be out of service.

Mr. Mitchell asked Mr. Gonzalez to continue with his Operations Report. He stated the following:

- Working with a vendor on a drain pipe that runs from the roof through the back of the built-in benches in the Great Hall. They have made some suggestions that may work by redirecting the downspout to another drain remedying the issue of the flooding in the Great Hall.
- Working with our A&E firm in regard to the design of the public bathrooms. The first design sketches have been provided. This design consists of adding (3) more stalls to the ladies bathroom, and two new stalls & two new urinals to the men's bathroom. There is a large logistical issue in regard to where portable bathrooms will be placed during the construction phase. The renovations will also include upgrading the Amtrak space.
- Experiencing some issues with the HVAC unit in the "penthouse," one of the blowers is in need of replacement. The removal and reinstallation of a new unit is quite complicated. The shaft of the blower is nine feet long, but there is only two feet of clearance. The solution appears to be replacing the entire blower with a more compact one that is intended to work just as well.
- Currently in the midst of replacing a large water heater that serves most of the building due to a large crack releasing water into the basement. Ms. Pet asked is there could possibly have been a Hartford water issue causing deterioration of equipment.

- One of the two main boilers in the basement is in need of replacement. The station is only running on one right now as the other went down without notice. Mr. Hall asked what is a boilers longevity. Mr. Gonzalez stated that unfortunately the warrantee has expired, but District staff is looking further into any recourse that we may have.

Mr. Mitchell then called upon Ms. Drake to update the Directors in regard to the Grant/Contract/ & Procurement Department's report. She stated that the District continues to work with the City of Hartford, CTtransit, and other communities to identify additional locations for bus shelter installation in the spring of 2020. She also noted that staff has been working with Image Works on upgrades to the District's website. Some additional changes were found that needed to be made so Image Works is correcting all issues before we go live.

In regard to procurement she said that ten (10) proposals were received for the RFQ/P for the A&E Services for the Roof Replacement at Union Station. The District is currently in contract negotiations with the top ranked firm. She said that the department is also working on future procurements for; HVAC Preventative Maintenance at Union Station, ADA Paratransit Vehicles, and for the service of the ADA Paratransit Operations.

Mr. Mitchell then called upon Ms. Shotland to provide her Administrative report.

- The lease for the south side vacant leasehold has been executed. Capital improvements to the area will begin shortly. Ms. Cassidy asked if the tenant will be vacating other properties outside of Union Station in Hartford. Ms. Shotland was unable to answer this question. Mr. McNamara asked when will the new tenant move in. Ms. Shotland stated that the lease will be effective on May 1, 2020.
- The initial information for the Triennial will be submitted to the reviewer by the deadline of December 20<sup>th</sup>. The actual FTA review will take place in mid July 2020. The review determines whether a recipient is administering its FTA-funded programs in accordance with Federal transit law provisions.
- Met with the FTA staff in regard to the Enfield intermodal project and the current funds available and their use. They were also provided with a tour of the ADA Paratransit Operations & Maintenance Facility.
- Staff will be meeting with the consultant in January to assist the District with the FTA required Public Transportation Agency Safety Plan (PTASP) which is due in July 2020. It requires certain recipients and sub-recipients of FTA grants that operate public transportation to develop and implement safety plans that establish processes and procedures to support the implementation of Safety Management Systems.

Mr. Mitchell then called upon Ms. Cassidy to provide the CRCOG Transportation Committee report from November 18th. She stated that Governor Lamont's CT2030 Transportation Proposal was discussed. The Governor's plan represents \$21 billion of investments through 2030 vs. \$18 billion in the Republican Plan. Each plan is partially funded by potentially controversial funding ideas, with Lamont's he proposed tolling the 14 bridges statewide and the Republican plan requires a transfer of \$1.5 billion from the "rainy day" fund. LOTCIP is funded at current levels in each plan, but remains potentially at

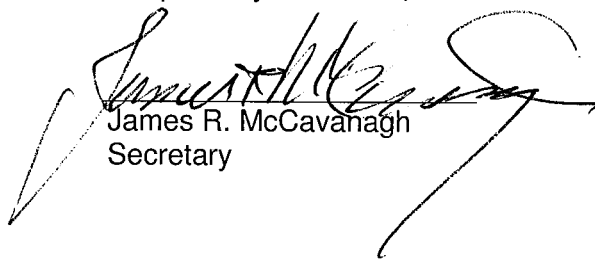
risk with future plan changes. Both plans appear to be inadequate in terms of transit and bike/pedestrian considerations. It is likely that the final version will possibly be a combination of the two. She also noted that there will be an I-84 PAC Meeting on December 13<sup>th</sup> in regard to project updates.

Mr. Mitchell called for new business. Mr. Pitcock inquired about any new updates on the additional acquisition at 144 Roberts Street. Ms. Shotland stated that the SHPO approval was received and the Categorical Exclusion was approved by the FTA. However; the District is still awaiting clarification on the property map and boundaries. Once those issues are resolved an appraiser will be hired to value the land.

Mr. Mitchell than took time to acknowledge Ms. Shotland in receiving the Richard H. Doyle Award for individuals who have played a vital role in the public and/or private passenger transportation industry and have also contributed to the continued success of the NorthEast Passenger Transportation Association (NEPTA). Candidates are nominated by the NEPTA Board of Directors and are also selected based on their outstanding dedication, customer service and professionalism. Richard Doyle was the former Regional Administrator for the Federal Transit Administration (FTA) in Region 1. He served from 1981 before retiring in 2010.

There being no further business brought before the Board, Mr. Flynn moved that the meeting be adjourned. Upon seconding by Mr. McNamara the motion passed by a unanimous vote of 23.64 yea, 0.00 nay, and 0.00 abstention. The Regular Meeting was adjourned at 8:11 p.m.

Respectfully submitted,



James R. McCavanagh  
Secretary