



REGULAR MEETING
BOARD OF DIRECTORS
GREATER HARTFORD TRANSIT DISTRICT
Hartford Connecticut
June 23, 2022

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

At 7:12 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 by way of a virtual Zoom Meeting. The following Directors were present: Marilyn Pet (2.60), East Hartford; Gilbert Hayes (1.14), East Windsor; Stephen F. Mitchell (2.14) and Kevin Mooney (2.14), Enfield; Nanci Fitzgerald (1.36), Farmington; Richard Alger (1.00), Granby; James McCavanagh (3.04) and Paul McNamara (3.04), Manchester; Dimple J. Desai (2.12), Rocky Hill; Ferguson R. Jansen, Jr. (2.49), Simsbury; Alan Lubin (1.54), Vernon; David Giordano (3.26), West Hartford; Cindy Jacobs (1.39), Wethersfield; Ricardo Quintero (1.50) and David Raney (1.50), Windsor. District staff present were Vicki L. Shotland, Executive Director; DJ Gonzalez, Operations Administrator; Nhan Vo-Le, Chief Financial Officer, Mary Deppe, Director of Grants, Procurement and Contract Administration. *(The numbers represented in the parenthesis of this paragraph equate to the weighted vote for each Director in attendance.)*

Mr. Mitchell started the meeting by introducing and welcoming the new board member from the Town of Wethersfield, Ms. Cindy Jacobs. The Chairman then asked if there was any member of the public who wished to address the Board. There were none. Mr. Mitchell gave the Directors a moment to look at the draft Minutes of the Annual Meeting. Mr. Mooney then moved adoption of the May 19, 2022 Annual Meeting Minutes, which was seconded by Mr. Desai and approved unanimously by a vote of 30.26 yea, 0.00 nay and 0.00 abstention.

The Chairman next asked for presentation of the current financial report which was provided by Ms. Vo-Le. A summary of the District's budgets and actual results as of April 30, 2022 were as follows: During the first ten months of FY2022 (July – April), the Special Revenue Fund had amassed approximately \$21.4 million in actual revenues. Comparing it to the budget, the actual revenue is slightly higher than the budget by \$0.2 million. Within the General Fund, the District generated a total of \$161,000 in revenues; yielding \$141,000 in actual excess of revenues over

expenses. This excess amount is 8% or \$11,000 lower than budgeted. The Enterprise Fund shows a strong financial result as of the end of April 2022. Compared to budget, the Enterprise Fund's excess of revenues over expenditures was 21% or \$20,000 higher than anticipated. Total revenues and expenditures of this fund as of April 30, 2022 is \$2.3 million and \$2.2 million respectfully. Overall; the District yielded a total of \$257,000 in actual excess of revenues over expenditures or 4% higher than anticipated. Mr. Mitchell then asked for acceptance of the financial report as presented. Mr. Quintero made a motion for acceptance of the financial report which was seconded by Mr. McNamara. The motion was passed by a vote of 30.26 yea, 0.00 nay and 0.00 abstention. Ms. Shotland wanted to remind the Board that District staff will be putting together a training session for interested members in regard to the budget process.

The Chairman next asked for consideration of approval of Fiscal Year 2023 Budget. Upon motion made by Mr. Mooney and seconded by Ms. Pet. Ms. Jacobs abstained. The Board voted to approve the Fiscal Year 2021 Budget with a vote of 28.87 yea 0.00 nay and 1.39 abstention.

Mr. Mitchell next called for Committee/Staff Reports. Mr. Gonzalez gave an ADA Paratransit update. He explained to the Directors that our communications provider (Windstream) had a massive power outage which affected the ADA Paratransit Service phone lines on June 9th. Many parts of New England were affected. Windstream reported that their customers were down following an unexpected software problem. Throughout the day their engineers rerouted a majority of customers, restoring their services. However, higher level facilities such as ours remained impacted for the entire day and evening due to a second problem which included a major fiber cut on their network lines. To manage this issue staff from the ADA department fielded the calls as we had them rerouted from 148 Roberts Street to the District. In the later afternoon First Transit sent staff to the District to manage the calls throughout the late afternoon and evening. These types of outages are unusual, but to be prepared we are adding an additional bank of phones at the District so that our contractor can move their scheduling and reservation staff on an as needed basis quickly to the District's Union Station offices.

He next noted that the Trapeze PASS-WEB/EZ-Wallet will be put into the production environment on 6/24/22. The team will test the program and then go live with a soft launch with a few volunteer passengers using it around July. Just as a reminder, PASS-Web will allow our passengers' trip planning to be simple and hassle-free. PASS-Web is a browser-based application that enables riders to book, review, modify and cancel their trips on their mobile phone, tablet or computer without the support of a customer service agent.

The Statewide Bus Roadeo took place on Sunday, June 12th and the First Transit drivers took 1st, 2nd and 4th in the body-on-chasses competition. They also won the overall team competition. After a two-year hiatus it was a special day for all of the competitors and their families. The winner will go to the national competition at the annual Community Transportation Association of America conference.

Mr. Hayes asked why the first place isn't going to nationals this year. Mr. Gonzalez reported that the winner will go to nationals, but it will take place next year in Oklahoma City. Mr. Hayes offered to volunteer for next year's Statewide Bus Rodeo.

Mr. Mitchell asked Mr. Gonzalez to continue with the Operations Report. He went on to state that the District recently solicited quotes from three firms for the replacement of boiler 1B at Union Station. New England Mechanical was awarded the contract with the lowest bid of \$115,880. Delivery and installation should take place at the end of July and/or the beginning of August. ETT Environmental Services is currently working at Roberts Street to repaint the gasoline fuel tank. The scope includes removing rust and debris; priming; painting; replacing all decals; and installing bollard covers on all of the faded safety bollards. AI Engineers is currently working with the District on developing plans and specifications to replace a variety of HVAC equipment at Union Station that is at or near end of life. AI will also assist with developing bid documents and will oversee the purchase and installation of the equipment. Lastly Mr. Gonzalez stated that a vehicular accident occurred on June 19th which did significant damage to the Spruce Street Parking Lot fence on the corner of Asylum and Spruce Streets. The accident damaged the fence enough where it leaves the parking lot vulnerable to possible thefts and/or vandalism. The District is waiting for a police report to turn over to our insurance company. Mr. Quintero commented that he visited the station this week and was very impressed with the new restrooms. Ms. Jacobs noted that there are subsidies for energy efficient HVAC equipment through Eversource. Mr. Gonzalez responded that we have received energy related credits in the past and will continue to pursue these opportunities on future procurements.

Mr. Mitchell asked Ms. Deppe to present her department's report. She stated that the District contracted with GeoDesigns to have a geotechnical engineer do an investigation and global stability analysis on the cause of the movement of the earth and failure of the retaining wall at Roberts Street. The firm will be providing information on what they believe happened and what their recommendations are to correct the issues and complete the construction of the wall and parking lot. GeoDesigns is requesting that CEI have additional soil strength tests done. She next mentioned that the department is currently working on a number of procurements including legal and auditing as well as preventative maintenance contracts for equipment at Roberts Street. The District is participating in a joint procurement with Greater New Haven Transit District for electric paratransit vans. Due to delays in pricing, the proposal deadline has been extended for the 4th time to mid-August. Other projects she provided information on included; working on full updates to the Transit Asset Management Plan (TAM) and Public Transit Agency Safety Plan (PTASP), a small section of roof will be replaced over the "bar" area of the new ProPark Office Space, continuing to work through the challenges of the District's Phase II roof plan with Amtrak and continuing to work with CTDOT on their canopy replacement project over the active rail platform. She next noted that the staff is beginning to work on the Title VI update which is due to the FTA on 1/1/2023. Mr. Quintero inquired if the joint vehicle procurement is part of a state procurement. Ms. Deppe explained that it is the Greater New

Haven Transit District that is facilitating a joint vehicle procurement with other transit districts for different types of vehicles, including Electric Paratransit Van. Ms. Jacobs inquired if the procurement projects the District is working on are eligible for federal infrastructure funding. Ms. Deppe explained that many of the projects described are funded by Federal Transit Administration (FTA) capital grants. In regard to this joint procurement the District was applying for infrastructure funding for the electric vehicles, however CTDOT stepped in and decided to support the project and fund it at 100%.

Mr. Mitchell asked Ms. Shotland to provide her administrative report. She began her report by noting that \$1M was recorded in the General Fund as a committed fund balance as approved by the Directors at the Annual Board Meeting. The District worked with the City of Hartford as the applicant and fiscal agent for an FTA Areas of Persistent Poverty Grant. The project is called "Mobility HartBeat", and the goal is to develop a community-controlled program for zero-emission mobility options that fill gaps in the transit network and increases access to opportunity for Hartford residents. Part of the project will be to evaluate existing and potential mobility hubs that could house community-controlled mobility programs responsive to neighborhood needs. The original amount requested from the FTA was \$765,000, but the Grant Award was scaled back to \$250,000. This was a very competitive process and the formal announcement was just noticed by the Federal Transit Administration. She also provided an update on Union Station leaseholds and noted that there is only one open space for rental. She stated that aggressive marketing and solicitation efforts are going on now. Ms. Shotland told the Board that earlier in the day she and staff provided a special tour and presentation to "Our Piece of the Pie" Youth Group. Each month this agency provides workshops & events and June's theme was Transportation. The benefits to their youth are for workforce development, financial assistance, and educational programs. She finished her report by stating that the agency is pursuing inventory tracking software. Mr. Quintero inquired if the District has anything in place to track inventory. Ms. Shotland stated that the District is tracking capital assets manually at the present time and all required tracking is on Excel spreadsheets.

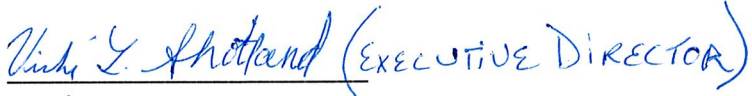
Mr. Mitchell then asked Mr. McNamara to provide an update on the CRCOG Transportation Committee meeting held on May 23rd. Discussed at the meeting was; the Transit Priority Corridors Implementation Strategy which is was available for review. This project seeks to develop transit priority measures to improve the speed and reliability of transit services in major Metro Hartford corridors. The public comment period went through June 13th. The next topic of interest is in regard to the Reconnecting Communities Grant Program which includes \$1 billion over five years to spend on removing, retrofitting, mitigating, and replacing eligible transportation facilities that create a barrier to mobility. The Notice of Funding Opportunity (NOFO) is expected to be released this summer, with award expected in early 2023. Lastly a TIP Amendment was approved for the District to include State of Good Repair Funds for Roberts Street in our next capital grant. Ms. Jacobs inquired about the Transit Priority Corridors and Reconnecting Communities activities. Ms. Shotland stated that those are CRCOG initiatives and

if she is interested for her town that she can reach out to them or participate in Transportation Committee meetings as a public participant.

At 8:13 p.m. the Chairman declared that the Board of Directors would move into Executive Session to discuss the Performance Review and Compensation of the Executive Director, and that no votes would be taken. Mr. Quintero made motion to reconvene the Regular Meeting at 8:45 p.m. and upon second by Ms. Pet, the motion passed by a unanimous vote of 30.26 yea, 0.00 nay and 0.00 abstention. Upon motion made by Mr. Desai and a second by Mr. Quintero, the Board voted to adopt the matter discussed in Executive Session regarding the FY'23 compensation for the Executive Director by a vote of 28.87 yea, 0.00 nay and 1.39 abstention.

The Directors were reminded that the next board meeting will be held on September 15, 2022. Mr. Mitchell next asked if there was any new business to be brought before the Board. There being no further business brought before the Board, Mr. Hayes moved that the meeting be adjourned. Upon seconding by Mr. McNamara, the motion passed unanimously by a vote of 30.26 yea, 0.00 nay, and 0.00 abstention. The Regular Meeting was adjourned at 8:50 p.m.

Respectfully submitted,


for Vicki G. Shottland (EXECUTIVE DIRECTOR)
David Raney
Secretary

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