



REGULAR MEETING  
BOARD OF DIRECTORS  
GREATER HARTFORD TRANSIT DISTRICT  
Hartford Connecticut  
December 14, 2023

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 (2.34), East Hartford; Gilbert Hayes (1.03), East Windsor; Stephen F. Mitchell (1.93) and Kevin Mooney (1.93), Enfield; Richard Alger (1.00), Granby; Sita Nyame (2.78) and Autumn Siegel (2.78), Hartford; James McCavanagh (2.74) and Paul McNamara (2.74), Manchester; Gary Pitcock (1.23), South Windsor; Alan Lubin (1.39), Vernon; John W. Lyons (2.94), West Hartford; and Cindy Jacobs (1.25), Wethersfield. District staff present were Vicki L. Shotland, Executive Director; Nhan Vo-Le, Chief Financial Officer, Mary Bujeaud, Director of Grants, Procurement and Contract Administration, and Margaret Banker, Director of ADA Paratransit Services. *(The numbers represented in the parenthesis of this paragraph equate to the weighted vote for each Director in attendance.)*

Mr. Mitchell welcomed the new Director from Hartford, Autumn Siegel. Once again, he congratulated Mary Bujeaud on her selection as the upcoming Deputy Executive Director effective January 1, 2024. Mr. Mitchell mentioned that the selection committee responsible for hiring the next Executive Director has been appointed and the process to hire will begin shortly. The deadline for application submissions was December 1, 2023. Mr. Mitchell also thanked Mr. McCavanagh for presiding over the November Board Meeting.

The Chairman asked if there were any members of the public who wished to address the board. There were none. Mr. McNamara then moved adoption of the November 9, 2023 meeting Minutes, which was seconded by Ms. Jacobs and approved by a vote of 26.08 yea, 0.00 nay and 0.00 abstention.

The Chairman next called for the acceptance of the District's Final FY2023 Budget and Revised FY2023 Budget, each as presented at the public hearing held November 9, 2023, published in The Hartford Courant on November 22, 2023, and presented to this meeting. The Chairman noted that the FY2023 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 FY2023 annual budget presented at that meeting.

He requested two separate motions. Ms. Pet made the motion which was seconded by Mr. Pitcock to accept the District's Final FY2023 Budget as presented. The motion passed 26.08 yea, 0.00 nay and 0.00 abstention. There being no revisions made to the revised budget as adopted, there will be no revisions to the audit report necessary. Mr. Lyons made the following motion which was seconded by Ms. Nyame to accept the District's Revised FY2024 Budget as presented. The motion was passed 26.08 yea, 0.00 nay and 0.00 abstention.

The Chairman requested that Ms. Vo-Le provide the financial report. A summary of the District's budgeted and actual results at the end of October 31, 2023 was presented. She stated that for the first four months of fiscal year 2024 (July 2023 – October 2023), the Special Revenue Fund had accumulated a total of nearly \$12.1ML in actual revenues to cover for its Operating, Capital, and Administrative programs that equates to the same amount (\$12.1ML). Comparing this to the budget, the actual amount is lower than the adopted budget by approximately \$0.9ML or 7%. This occurs mainly due to the impact of lower actual ADA service hours provided during that period than budgeted. Approximately \$11.1ML of that total was funded by CTDOT grants, \$0.8ML by FTA grants, and others equated to \$155K. The Special Revenue Fund was made up of nearly \$11.1ML in transportation projects, \$0.7ML in program administration, and \$0.3ML was related to professional services. The ADA Paratransit program is a major Operating Program that generated \$7.6ML in actual revenues. The Administrative and Capital Programs accounted for a total of \$3.9ML and \$0.6ML in actual revenues; respectively. The General Fund is the District's operating fund and its primary funding sources consist of investment income, member town dues, and proceeds from sale of disposed vehicles. At the end of October 2023, the actual excess of revenues over expenses for this fund was \$224K which was \$31K higher than anticipated. This favorable outcome is primarily a result of high STIF interest rates. The Enterprise Fund consists of: Spruce Street Parking Lot and Hartford Union Station. During the first four months of this current fiscal year, it had generated a total of \$1.046ML in actual revenues and \$947K in actual expenditures; yielding a favorable variance of \$99K in excess of actual revenues over expenditures. Comparing to the budget, this fund's actual excess amount is higher than the budget by \$44K. This increase mainly reflects higher parking fee and rent revenues than anticipated. Overall; the District yielded a total of \$323K in excess of actual revenues over expenditures and this is \$75K higher

than budgeted. This \$323K excess amount consists of the General Fund which is forecasted to provide \$224K in additional funding and the Enterprise Fund which is expected to bring in \$99K. Mr. Mooney made a motion for acceptance of the financial report which was seconded by Mr. Hayes. The motion was passed unanimously 26.08 yea, 0.00 nay and 0.00 abstention.

Mr. Mitchell asked Ms. Banker to provide the ADA Paratransit Department's Report. She stated the following:

- The eligibility department has been reaching out to various day programs to coordinate "picture day" at the agencies to get updated passenger photos. The pictures are being added to the software database so when the new DriverMate tablets get installed in the vehicles, the drivers will be able to see a picture of the passenger that is being picked up.
- Effective January 8, 2024 the District will be requiring that passengers wear a seatbelt while on the ADA Paratransit vehicles. Passengers who have documentation from a medical professional stating that it is medically unsafe to travel using a seatbelt must present applicable documentation to the ADA Paratransit department at the District. No matter what, drivers will not refuse to provide transportation to a passenger that refuses to wear their seatbelt.
- The Transdev Safety Manager has provided positive feedback that the new wheelchair securement platform and mobility devices have been very helpful in safety trainings with staff and for new drivers.
- Transdev's driver headcount stands at 195. They are currently thirty (30) bus operators short. They continue to be actively recruiting applicants through various means (i.e. advertising on Jobvite, Indeed, Zip Recruiter, Facebook, etc.). However, even with the driver shortage passenger trips are not denied or missed.

Mr. Mitchell inquired if the seatbelt policy which the District is putting into effect in January 2024 is a law. Ms. Shotland explained that the seatbelt law for specific smaller transit vehicles and alike was enacted by the legislature in 2021. Now that the District received vehicles that meet those requirements management decided, from a safety perspective, that all passengers will be asked to use the restraints.

Mr. Mitchell requested that Ms. Bujeaud provide the Grants, Contract, and Procurement Department's Report. She noted the following:

- The District placed our first order for Electric Paratransit Vans. For this pilot project, the District partnered with Greater New Haven Transit District. Six (6) Ford Electric Transit vans will be delivered to the District and two (2) will be delivered to Greater New Haven. The expected delivery date is March 2024. Charging stations will be installed in December/January at the Roberts Street facility.

- Construction continues for the Union Station Roof Replacement Project. The replacement windows were delivered ahead of schedule, and now the contractor expects to be able to complete construction in early to mid-January, barring any unforeseen issues or weather events.
- Staff is working on updates to the Transit Asset Management Plan (TAM). This document lists our current inventory and condition of vehicles, equipment (valued at over \$50,000), and facilities. It is a useful tool in developing the annual list of capital improvements.
- Staff is developing an Emergency Action Plan for the Roberts Street Facility. This will include responses to various events such as fires, shelter-in-place, active shooter, natural disasters, etc.
- Installation of a waste oil heating system for the bus wash bay at Roberts Street shall take place in December and/or January after the equipment is delivered. This project uses waste oil from the fleet to heat the pipes in the bus wash area, preventing them from freezing in the winter months.
- Procurement updates:
  - Currently out to bid for a major HVAC replacement project
  - Currently out to bid for Janitorial services at Union Station
  - Working on quotes and proposals for a new electronic display terminal for the Great Hall
  - Extension of contract amendments; including, but not limited to:
    - Management oversight for the Spruce Street Parking Lot
    - Software support for the Union Station Passenger Information Displays (PIDS)

Mr. Mitchell then called upon Ms. Shotland to provide her Administrative report. She reported that the following:

- The Selection Committee will have their first meeting on Monday, December 18<sup>th</sup> in regard to hiring a new Executive Director to replace Ms. Shotland upon her retirement effective April 30, 2024.
- In November the FTA announced approximately \$343 million available for Fiscal Year 2024 funding to help make it easier for people with disabilities and mobility needs to access some of the nation's oldest and busiest rail transit systems through essential upgrades. This program makes competitive funding available to assist in the financing of capital projects to repair, improve, modify, retrofit, or relocate infrastructure of stations or facilities for passenger use. We will determine the feasibility of applying for funds over the next several days.
- In early 2024 GHTD management will set up a meeting with CTDOT staff to discuss our formula funding (5307) specific capital needs.
- Continue to work on reappointment and new appointments to the Board of Directors.

- Began to work with our partners in regard to moving forward with the Microtransit program that we were awarded with other Districts around the State. The service will provide all riders in parts of Enfield and East Windsor the ability to travel in areas that never had service. Microtransit is defined as transportation by an accessible multi-passenger vehicle that uses a software application to offer on-demand service in response to individual or aggregate consumer demand, bringing service to underserved communities or allowing for first mile and last mile connections to existing service. This is currently a two-year funding initiative with the potential, but no guarantee for an extension. The District anticipates that our service startup will be in the early spring. Mr. Hayes mentioned that he is happy about the service and also stated that he will continue to communicate with staff in regard to the service.

Mr. Mitchell then asked Mr. McNamara to provide the CRCOG Transportation Committee report which was held on November 13, 2023. He stated that:

- 2024 Local Transportation Capital Improvement Plan (LOTICIP) Project Solicitation Update – the 2024 LOTICIP Project Solicitation has been released and CRCOG will be selecting \$42 million in projects. In regard to the LOTICIP program CRCOG requests projects from the municipalities that include the following initiatives; roadway, bike, sidewalk, etc.
- Transportation Improvement Plan (TIP) Amendments – Committee members expressed concern because the current TIP only runs through FY2024 so there are no future years for projects to be moved to until the next TIP for FY2025-2028 is approved next year. Additional concern was voiced about potentially jeopardizing projects by not acting on the amendments. A motion was made to accept the TIP Amendments as presented and was passed unanimously. CRCOG Staff will ask CTDOT to provide additional scheduling information with future TIP amendments that delay projects into the FY2025-2028 TIP.

Mr. Mitchell called for new business. He reminded the Directors that the next meeting will be held on March 7, 2024. There being no further business brought before the Board, Mr. McNamara moved that the meeting be adjourned. Upon seconding by Mr. Mooney, the motion passed by a vote of 26.08 yea, 0.00 nay, and 0.00 abstention. The Regular Meeting was adjourned at 7:58 p.m.

Respectfully submitted,

 (EX DIRECTOR)  
*for* Paul McNamara  
 Assistant Secretary