



\*\*\*Draft\*\*\*  
ANNUAL MEETING  
BOARD OF DIRECTORS  
GREATER HARTFORD TRANSIT DISTRICT  
Hartford, Connecticut  
May 15, 2025

Stephen Mitchell, Chairman  
Presiding.....

At 7:03 p.m., with 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. A remote option for attendance was also available.

The following Directors were present:

Veronica Rosario, East Hartford  
Stephen Mitchell, Enfield  
Kevin G. Mooney, Enfield  
Nanci Fitzgerald, Farmington  
James McCavanagh, Manchester  
Paul McNamara, Manchester  
Autumn Siegel, Hartford  
Sita Nyame, Hartford  
Alan Lubin, Vernon  
David Giordano, West Hartford  
Cindy Jacobs, Wethersfield  
Richard Alger, Granby

The following staff were present:

Nhan Vo-Le, Chief Financial Officer  
Mary Bujeaud, Deputy Executive Director  
Margaret Banker, Director of ADA Paratransit Services  
Miguel Lefebre, Manager of Fleets and Facilities  
Douglas C. Holcomb, Executive Director

Members of the public present:

There were no members of the public present.

### **1. Public Forum**

Chairman Mitchell asked if there were any comments or questions from the public.

There were no comments from the public or area organizations.

### **2. Consideration of Acceptance of the Regular Meeting Minutes of March 6, 2025**

Chairman Mitchell asked for a motion to accept the minutes from the March 6, 2025 meeting which were transmitted to the Board in advance.

Director Mooney Moved to Accept the March 6, 2025 Regular Meeting Minutes, which was seconded by Director Fitzgerald and was unanimously approved without modification by a vote of 22.28 yea, 0.00 nay, and 0.00 abstention.

Director Nyame joined the meeting.

### **3. Financial Matters**

The Chairman requested that Ms. Vo-Le provide the financial report. A summary of the District's budgeted and actual results as of March 31, 2025 was presented. She stated that for the first nine months of fiscal year 2025 (July 2024 – March 2025), the Special Revenue Fund had accumulated a total of nearly \$32.4ML in actual revenues to cover for its various program costs including operating, capital, and administrative that equates to the same amount (\$32.4ML). Comparing this to the budget, the actual amount is higher than the adopted budget by 15% or \$4.2ML. This adopted budget will be revised to reflect the actual result in November 2025. General Fund had a strong financial performance yielding approximately \$426K in excess of revenues over expenditures with approximately \$457K and \$32K in total actual revenues and expenditures; respectively. Comparing this result to the adopted budget, the General Fund yields a favorable variance of 44% or \$129K in excess of revenues over expenditures. This favorable variance is a result of STIF interest earnings and proceeds from sale of disposed vehicles. The Enterprise Fund reported a total of \$1.67ML in actual revenues and \$1.5ML in actual expenditures; yielding a favorable variance of \$168K in excess of actual revenues over expenditures. Overall; the District yielded a total of \$594K in excess of actual revenues over expenditures and this is \$85K higher than budgeted. This excess amount is made up by \$426K in the General Fund and \$168K in the Enterprise Fund.

The Chairman asked for a motion to accept the financial report as presented by Ms. Vo-Le.

Director Mooney Moved to Accept the Financial Report as Presented, which was seconded by Director McNamara and was unanimously approved without modification by a vote of 25.04 yea, 0.00 nay, and 0.00 abstention.

The Chairman requested that CFO Vo-Le present the proposed budgets for Fiscal Year 2026 noting that this year, the agency would be publishing the budgets and following with an opportunity for public comments during a hearing at the June 2025 meeting prior to adoption.

Ms. Vo-Le provided an overview of the FY26 budgetary projections by fund (Special Revenue, General, and Enterprise) as follows:

The Special Revenue Fund total has revenue budgeted at \$43.9ML for this upcoming fiscal year (FY26). In FY25, the budget was 37.6ML. The FY26 revenues consist of two major funding sources - CTDOT grants (84%) and FTA grants (15%). The anticipated FY26 dollars are expected to cover costs related to transportation projects which equates to \$41.1ML, \$2.0ML for administration, and \$0.8ML for professional services. This fund is made up by three programs: operating, administrative, and capital. Each of these programs has its own respective budget. The ADA Paratransit program is the District's major operating program which for this upcoming fiscal year is budgeted at \$29.1ML. In FY25 the budget was \$24.6ML. The budget for the Administrative Program is \$8.1ML in FY26 and \$8.2ML which was budgeted in FY25. This Program consists of the following projects: Statewide Transit District Insurance Consortium: \$4.8ML in FY26 vs. 4.5ML in FY25; Statewide Drug and Alcohol Testing Consortium: \$638K for FY26 vs. \$578K last fiscal year; Statewide Rural Transit Assistance Program: \$161K for each of the fiscal years 2026 and 2025; Municipal Dial-A-Ride: \$360K (the same amount for FY26 & FY25); New Freedom Voucher and Encompass: nearly \$1.5ML for each of the fiscal years 2026 and 2025; plus Microtransit Pilot program: \$687ML in FY26 vs. \$1.2ML in FY25.

The upcoming fiscal year budget also includes several capital improvements totaling \$6.7ML in comparison to \$4.7ML in the previous fiscal year. The budget for the Capital Program is as follows: Vehicle Procurement: \$5.1ML in FY26 vs. \$3.7ML in FY25; Administrative / Capital and Support Equipment: \$1.2K this upcoming fiscal year vs. \$338ML in FY25; \$454K for the ADA Paratransit Facility vs. \$689K in FY25; and Enfield Intermodal Center: \$6K for FY26 vs. \$25K last fiscal year.

The General Fund is the District's primary operating fund. Its major funding sources consist of investment income, proceeds from sale of disposed vehicles, and member town contributions. It is anticipated that the General Fund will generate \$384K in revenue vs. \$467K in FY25. We project that there will be \$74K in expenses vs. \$72K incurred in the previous fiscal year. The General Fund is expected to yield an additional \$310K in FY26 compared to \$396K in FY25.

The District's Enterprise Fund consists of the Spruce Street Parking Lot and the Union Station Transportation Center. Major funding sources are: Federal & State grants, rents, and parking fees. This fund's revenues are budgeted at \$5.4ML in FY26 compared to \$9.1ML last year. It is expected that the District will incur \$5.3ML in expenses vs. \$8.8ML which will yield \$139K in FY26 compared to \$283K in FY25.

The District's budgets for all three funds equates to \$49.7ML in revenues, \$49.3ML in expenditures, and \$449K in excess of revenues over expenditures. For fiscal year 2025, the budgets were as follows: total revenues \$47.2ML, \$46.5ML in expenditures, and \$679K in excess of revenues over expenditures. The excess amounts consist of the General Fund which is forecasted to provide \$310K and \$396K in additional funding for FY26 and FY25; respectively, plus the Enterprise Fund which is expected to bring in \$139K for FY26 and \$283K in FY25.

There was a brief discussion on several elements of the proposed budgets.

Director Fitzgerald Moved to Authorize staff to Publish the Proposed FY 2026 Budgets as Presented and with one typographical correction, which was seconded by Director Jacobs and was unanimously approved without modification by a vote of 25.04 yea, 0.00 nay, and 0.00 abstention.

The Board recognized CFO Vo-Le for her outstanding work. Ms. Vo-Le thanked the staff for their support during budget development.

**4. Consideration of Adoption of Resolution No. GHTD-26-FTA-1, Authorizing the Filing and Acceptance of Federal Grants**

Chairman Mitchell provided a brief overview of the required certifications and assurances which were the subject of agenda items four and five. He noted that these are annual authorizations which provide staff with the authority to enter into contractual agreements, secure grant funding and execute the FTA required certifications and assurances.

Director Rosario Moved to Adopt Resolution No. GHTD-26-FTA-1, Authorizing the Filing and Acceptance of Federal Grants, which was seconded by Director Jacobs and was unanimously approved without modification by a vote of 25.04 yea, 0.00 nay, and 0.00 abstention.

**5. Consideration of Adoption of Resolution No. GHTD-26-STATE-1, Authorizing the Filing and Acceptance of State Grants**

Director Rosario Moved to Adopt Resolution No. GHTD-26-STATE-1, Authorizing the Filing and Acceptance of State Grants, which was seconded by Director Fitzgerald and was unanimously approved without modification by a vote of 25.04 yea, 0.00 nay, and 0.00 abstention.

**6. Committee/Staff Reports**

The Chairman invited Margaret Banker, Director of ADA Paratransit Services to present the following items.

The GHTD Link microtransit service continues to increase ridership each month. In March the program transported 2,304 passengers, in April the program transported 2,310 passengers. In April, the average passenger used the service almost eight times during the month. Various in-person outreach activities continue to occur each month. On April 17th, GHTD Link participated in a panel discussion at the CTRTAP conference on the topic of microtransit.

Efforts to fund the Encompass program continue to occur. The District was invited to be part of a press conference on May 1st at the capital with the wheelchair reform disability rights group. The Executive Director spoke for the District and an Encompass rider spoke about her experience using the program and the importance of it. In March 3,273 passengers were transported and in April 3,482 passengers were transported.

Rides on the Freedom Ride program continue to be steady with the program transporting 251 passengers in March and 263 passengers in April.

ADA ridership remains steady. Director Jacobs asked about the current ridership levels relative to pre-COVID period. Ms. Banker noted that the service has generally returned to the pre-COVID levels. She also noted that there are numerous new programs that riders can take advantage of such as Encompass, Microtransit, and private transportation networks. The ADA department participated in the virtual ADA Symposium on a variety of ADA topics on May 5th and 6th.

Ms. Banker provided a brief overview of GHTD “Transit Day” which occurred in April.

The Chairman then invited Mary Bujeaud to present the Administrative and Operations Report.

Regarding the Roberts Street Parking Lot Expansion Project construction IFB, Ms. Bujeaud noted that an IFB had been released on March 3rd, six bids were received, the cost estimate for the project was approximately \$2.3M, the bids were clustered around the independent cost estimate with a range from \$2,092,625 to \$2,994,594. She noted that staff intends to award the project to the lowest cost, responsive bidder – Mather Corporation with construction commencing this spring.

Ms. Bujeaud continued by providing an overview of the recent GHTD administered Rural Transit Assistance Program (RTAP) Spring conference noting that the conference, held in April was well attended and well received by attendees.

As part of her report, Ms. Bujeaud provided the Board with an update on current capacity issues with parking in the Spruce Street lot. She noted that the Spruce Street Parking Lot has reached capacity on Tuesdays and Wednesdays, and is near capacity on the other days. District staff as well as tenants are struggling to find spots and are understandably frustrated with the situation. Staff met with Propark, the parking management firm, and determined that the best path forward to preserve revenue while ensuring spaces for tenants and statin visitors.

Ms. Bujeaud asked for the appointment of a Parking Committee under Article IX of the By Laws to consider modification to the parking rate schedule. A Committee was formed which includes Directors Mitchell, Lyons, and McNamara. Staff will report back to the Board on the Committee’s progress at a later meeting.

The Chairman then offered the floor to Director McNamara for a report on the activities of the CRCOG Transportation Technical Advisory Committee. Director McNamara noted the following:

#### CRCOG 3/24

The American Association of State Highway and Transportation Officials (AASHTO) will be holding their Spring Meeting in Hartford during the week of May 12<sup>th</sup>

Public Outreach Effectiveness - staff is working to understand the effectiveness of CRCOG’s public outreach efforts. A survey related to this was open through March 30, 2025

#### CRCOG 4/21

There was an update on funding opportunities available for Rural and Tribal Transit Programs through the Bipartisan Infrastructure Law (BIL) / Infrastructure Investment and Jobs Act (IIJA). More information can be found on CRCOG’s website: <https://crocog.org/bil-iija/>

CRCOG is developing the Priority Pathways Study, a bicycle and pedestrian network implementation plan for the 38 municipalities in the region. The intent of the first meeting on April 29th is to introduce community members to the plan and discuss the benefits.

CT 2055 Long-Range Transportation Plan – CTDOT hosted a meeting 4/24 to discuss their vision, plans, investments, etc. to meet their goals for transportation transformation in the next 30 years.

Executive update – CRCOG will be hosting a workshop on Transportation Insecurity in collaboration with the UConn School of Public Policy. The event will be held on May 22, 2025.

## **7. Installation of Officers**

Chairman Mitchell reiterated his intentions to step down from the Chair of the Board of Directors and that this would be his final meeting as an officer of the Board. He noted that the positions would need to be filled according to Article IV of the By-Laws. Chairman Mitchell presented the following officers noting that this generally represented progression for several members.

Chairman – James McCavanagh  
Vice Chairman – Paul McNamara  
Secretary - Sita Nyame  
Assistant Secretary – John Lyons  
Treasurer – David Giordano  
Assistant Treasurer – Kevin Mooney

There was a brief discussion followed by words of thanks and gratitude for the outgoing Chairman's efforts over many years.

Director Mooney Moved to Approve the Officers as Presented, which was seconded by Director Jacobs and was unanimously approved without modification by a vote of 25.04 yea, 0.00 nay, and 0.00 abstention.

Mr. Holcomb requested a meeting of the Board's personnel committee for the Executive Director's annual review. The Committee currently consists of Directors, Giordano, Fitzgerald, Pitcock, Mitchell and Rosario.

## **8. Any Other Business Properly Brought Before the Board**

Chairman McCavanagh asked if there was any other business to be brought before the Board. There was none.

## **9. Adjournment**

Chairman McCavanagh asked for a motion to adjourn which was made by Director McNamara, seconded by Director Jacobs and was unanimously approved. The time was 8:35 pm.

Respectfully submitted,

Paul McNamara  
Secretary  
May 16, 2025

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