



\*\*\*Draft\*\*\*  
BOARD OF DIRECTORS  
GREATER HARTFORD TRANSIT DISTRICT  
Hartford, Connecticut  
June 12, 2025

James McCavanagh, Chairman  
Presiding.....

**1. Call to Order**

At 7:00 p.m., with a quorum determined to be present; Chairman McCavanagh 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  
Richard Alger, Granby  
Autumn Siegel, Hartford  
James McCavanagh, Manchester  
Paul McNamara, Manchester  
Gary Pitcock, South Windsor  
Alan Lubin, Vernon  
John Lyons, West Hartford  
David Giordano, West Hartford

The following staff were present:

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

Members of the public present:

There were no members of the public present.

## **2. Public Forum**

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

There were no comments from the public or area organizations.

## **3. Consideration of Acceptance of the Regular Meeting Minutes of May 15, 2025**

Chairman McCavanagh asked for a motion to accept the minutes from the May 15, 2025 meeting which were transmitted to the Board in advance.

Director McNamara Moved to Accept the May 15, 2025 Regular Meeting Minutes, which was seconded by Director Mitchell and was unanimously approved without modification by a vote of 25.18 yea, 0.00 nay, and 0.00 abstention.

## **4. Financial Matters**

Financial Report

There was no financial report provided. It was noted that year-end closeout work was underway.

Public hearing and Consideration of Adoption of FY 2026 Proposed Budgets

At 7:02, the Chairman declared open a public hearing on the proposed FY 2026 budgets which were presented in detail at the May 15<sup>th</sup> meeting of the Board and subsequently published. The Chairman asked three times if there were any members of the public who would like to comment on the proposed budgets as published. There were no comments from the public and at 7:05, the Chairman declared the public hearing closed.

The Chairman asked for a motion to adopt the proposed Fiscal year 2026 budgets as presented at the May 15<sup>th</sup> meeting of the Board and published.

Director Mooney Moved to Adopt the Proposed Fiscal Year 2026 Budgets as Presented at the May 15<sup>th</sup> Meeting of the Board and Published, which was seconded by Director Fitzgerald and was unanimously approved without modification by a vote of 25.18 yea, 0.00 nay, and 0.00 abstention.

## **5. Committee/Staff Reports**

The Chairman then invited Margaret Banker to present the transportation services report. Ms. Banker noted the following:

The GHTD Link microtransit service continues to increase ridership each month. Various in-person outreach activities continue to occur with the most recent ones in late May being outreach events at the

Enfield Senior Center as well as the Enfield Community Wellness and Resource Fair. GHTD Link will also be a sponsor for the Enfield Food Shelf's *Grill and Give* event in July. Staff will be joining the Town of Enfield's Fourth of July parade with a GHTD Link vehicle.

The ADA Paratransit program continues to focus on efforts to provide reliable and safe transportation with attention to customer service. Staff recently attended the *Community Transportation Association of America* (CTAA) annual conference and has shared information with staff. The ADA team is working on planning for the 35th ADA Anniversary celebration which will be held on July 25th in the Great Hall at Union Station. Staff continues to receive results from a recent passenger satisfaction survey. The outcome of the survey will be shared with Board members at a later date. The Summer 2025 ADA Paratransit newsletter has also been published and is being distributed on-board GHTD buses.

The Encompass program has sent out an email to its riders noting that the program will continue until at least September 2025. The daily cap on trips remains in place.

The Chairman thanked Ms. Banker and then invited Mary Bujeaud to present the Administrative and Operations Report. Ms. Bujeaud noted the following:

Regarding the Roberts Street Parking Lot Expansion Project IFB, the contract with Mather Corporation is being reviewed by counsel and will be executed soon. A kick-off meeting will be schedule shortly thereafter.

Regarding the Roberts Street mediation status, GHTD received all settlement funds which have been deposited. Staff is working with FTA Region 1 regarding the disposition of the funds.

Ms. Bujeaud noted that the *Rural Transit Assistance Program* (RTAP) held the 2025 *Annual Statewide Transit Roadeo*, organized and hosted by GHTD, on June 8th. There were approximately 150 volunteers and 64 drivers competing.

Regarding the District's capital program, staff submitted a 2025 capital grant request to FTA totaling approximately \$8.0 million. Projects include, but are not limited to, replacement buses, miscellaneous capital equipment, as well as Union Station and Roberts Street state of good repair improvements.

Ms. Bujeaud gave the floor to Director McNamara who presented a summary of the *Capitol Region Council of Government's* (CRCOG) *Transportation Advisory Committee's* May 19th meeting. Director McNamara noted that there is a new agreement between Connecticut and the USDOT to expedite project reviews for federally funded transportation projects. Additionally, CRCOG's Draft *Public Participation Plan* was available for public review and comment. Comments were accepted through June 8, 2025.

## **6. Report from the Executive Director**

Chairman McCavanagh asked Mr. Holcomb for a brief update on the funding for the *Encompass Mobility Program*. Mr. Holcomb provided an overview of efforts to secure funding for the continuation of the successful regional *Encompass Mobility Program* for seniors and riders with disabilities, noting that a concerted effort was made beginning in the summer of 2024 to find sustainable funding for the program which is currently operating on temporary federal funding. He noted that the General Assembly has

incorporated \$1.2M per year for both years of the upcoming biennial budget. Mr. Holcomb thanked all of those involved in advocacy including the Chairman, for their efforts.

## **7. Report from the Chairman**

There was no report from the Chairman.

## **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 no new business.

## **9. Executive Session**

At 7:20, the Chairman declared the Board of Directors would move into Executive Session for the purpose of the annual performance review of the Executive Director. The Chairman noted that no votes would be taken in Executive Session.

At 7:45 the Chairman declared the Executive Session over and reconvened the regular meeting.

Director Mitchell Moved to adopt the matter discussed in Executive Session regarding the fiscal year 2026 compensation package for the Executive Director, which was seconded by Director McNamara and was unanimously approved without modification by a vote of 25.18 yea, 0.00 nay, and 0.00 abstention.

## **10. Adjournment**

Chairman McCavanagh asked for a motion to adjourn which was made by Director Giordano, seconded by Director Lyons and was unanimously approved. The time was 8:00 pm.

Respectfully submitted,

*DRAFT*

John Lyons  
Assistant Secretary  
June 16, 2025

Draft Distributed and Posted June 17, 2025