



Draft

BOARD OF DIRECTORS
GREATER HARTFORD TRANSIT DISTRICT
Hartford, Connecticut
November 13, 2025

James McCavanagh, Chairman Presiding.

1. Call to Order

At 7:04 p.m., with a quorum 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. A remote option for attendance was also available.

Directors present:

Veronica Rosario, East Hartford
Stephen Mitchell, Enfield
Richard Alger, Granby
Sita Nyame, Hartford
James McCavanagh, Manchester
Paul McNamara, Manchester
Gary Pitcock, South Windsor
Alan Lubin, Vernon
David Giordano, West Hartford
Ricardo Quintero, Windsor
Fred Tanguay, Windsor

Staff and contractors present:

Nhan Vo-Le, Chief Financial Officer
Leslie Zoll, CAL
Grace Musiitwa, CLA
Harold Smith, CLA
Mary Bujeaud, Deputy Executive Director
Margaret Banker, Director of ADA Paratransit Services
Miguel Lefebvre, 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 from the public.

There were no comments from the public.

3. Consideration of Meeting Minutes

Chairman McCavanagh asked for a motion to accept the minutes of the June 12, 2025 meeting which were transmitted to the Board in advance.

Director Giordano Moved to Accept the June 12, 2025 Regular Meeting Minutes, which was seconded by Director Alger and was approved without modification by a vote of 17.66 yea, 0.00 nay, and 1.35 abstention.

Chairman McCavanagh then asked for a motion to accept the minutes from the September 18, 2025 meeting which were transmitted to the Board in advance.

Director Alger Moved to Accept the September 18, 2025 Regular Meeting Minutes, which was seconded by Director Rosario and was unanimously approved without modification by a vote of 19.01 yea, 0.00 nay, and 0.00 abstention.

Chairman McCavanagh then asked for a motion to accept the minutes from the Special Meeting on September 30, 2025 meeting which were transmitted to the Board in advance.

Director Giordano Moved to Accept the September 30, 2025 Regular Meeting Minutes, which was seconded by Director Alger and was unanimously approved without modification by a vote of 19.01 yea, 0.00 nay, and 0.00 abstention.

4. Financial Matters

Presentation of the Annual Audit

The Chairman gave the floor to CFO Vo-Le to introduce the audit team.

CFO Vo-Le introduced auditors from the firm of CliftonLarsonAlan who presented the outcome of the FY2025 Comprehensive Annual Financial Report, Federal Single Audit Report, and State Single Audit. Director Nyame joined the meeting.

Leslie Zoll of CliftonLarsonAlan provided an overview of the District's annual audit noting that the audit team found no compliance issues, no material weaknesses and no significant deficiencies with the financial statements or the State single audit.

A brief discussion followed and Ms. Zoll noted that the Federal Award Audit, although testing has been completed with no issues found, is awaiting the issuance of federal guidance. Director Quintero asked of the auditors will need to return when the final federal guidance is released. Ms. Zoll noted that all testing is complete. However, we will need to see the final federal guidance to know if additional work is required.

Director Giordano Moved to Accept the Annual Audit as Presented, which was seconded by Director Alger and was unanimously approved without modification by a vote of 21.79 yea, 0.00 nay, and 0.00 abstention.

There was no financial report for the period of July 1, 2025 through September 30, 2025.

Public Hearing on Revised FY2025 Budget (Per Audit) and Revised FY2026 Budget and Authorization for Staff to Publish Budget Revisions

The Chairman then called to order the Public Hearing related to the proposed fiscal year 2025 and fiscal year 2026 budget revisions at 7:22 pm.

He then asked Ms. Vo-Le to provide her presentation. She gave an overview of the proposed fiscal year 2025 final budget which is based on the recently audited financial results. The District's budgets consist of three funds - Special Revenue Fund, General Fund, and Enterprise Fund. The budget for each fund is presented as follows: The Special Revenue Fund is used to account for the proceeds of federal and state grants that are legally restricted to expenditures for specific purposes. At the end of fiscal year 2025, this fund's actual revenues totaling \$40.2ML are higher than the adopted budget by \$2.7ML or 7%. This increase is primarily a result of a vehicle purchase that was ordered during fiscal year 2024 and accepted during this fiscal year.

The Special Revenue Fund consists of the following programs: Operating, Administrative, and Capital that has at least one or more cost centers within each program. Each cost center has its own budget. The ADA Paratransit is a major operating program that generated \$24.6ML in actual revenues.

The Administrative and Capital programs accounted for a total of \$7.7ML and \$7.9ML in actual revenues; respectively. At the close of fiscal year 2025, the Special Revenue Fund reported no excess of revenues over expenses, showing no change from the adopted budget.

The General Fund is the District's operating fund. Its primary funding sources include investment income, member town dues, and proceeds from sales of disposed vehicles. This fund continues to produce solid financial performance. While its actual revenues considerably increased by 19% or \$88.6K, the General Fund's expenses increased slightly by 1% or \$1.1K from the adopted budget. By the close of fiscal year 2025, the General Fund reported \$483K in excess of actual revenues over expenses; an increase of 22% or \$87.5K in comparison to the adopted budget. This revenue growth is mainly a result of higher cash investment and STIF interest rates; partially offset by less proceeds from sales of disposed vehicles than anticipated.

The Enterprise Fund is used to account for operation and maintenance of Hartford Union Station and Spruce Street Parking Lot adjacent to Union Station. At the end of this fiscal year, the Enterprise Fund reported a total of \$2.7ML in actual revenues. Rents are the major component of this fund's operating revenues, accounting for 75% of actual operating revenues. Parking Fees revenue makes up another 23% of actual operating revenues. On the expense side, the Enterprise Fund incurred \$2.5ML in actual expenses and yielded \$206K in excess of revenues over expenses. Compared to the initial budget, this fund's excess of actual revenues over expenses is lower than the budget by \$78K. This decrease occurs primarily due to higher costs associated with professional services, utilities, and liability insurance; partially offset by increased parking fees and rents. Capital improvement is a major component of this

budget. At the end of June 2025, the Enterprise Fund reported total spending of \$840K on capital improvements, a decrease of \$6.8ML or 89% compared to the adopted budget. This unfavorable outcome was primarily due to the timing of two major capital projects: HVAC Replacement Equipment and Installation and Bus Bay Concrete Repairs/Replacement. Overall, the District's proposed final budgets for all three funds equate to \$43.5ML in revenues and \$42.8ML in expenditures, yielding \$689K in excess of revenues over expenses; an increase of \$9.7K over the adopted budget.

Ms. Vo-Le went on to provide an overview of the proposed budget revision for fiscal year 2026. The Special Revenue Fund's revised budget decreased by \$4.4ML from its \$43.9ML adopted budget. This modification primarily reflects a change in the Connecticut Department of Transportation's approved funding associated with the ADA Paratransit program.

While the General Fund has made no changes, the Enterprise Fund's revised budget reported a decrease of \$2.6ML and \$2.5ML in revenues and expenses; respectively. This occurs mainly due to the impact of transferring certain capital projects from this current fiscal year's budget into FY2027 budget.

Overall, the District's adopted budgets for all three funds equated to \$49.7ML in revenues, \$49.3ML in expenditures, and yielded \$449K in excess of revenues over expenses. The proposed budget revision equates to \$42.7ML in revenues and \$42.3ML in expenses, yielding \$410K in total excess of revenues over expenses.

The excess amounts consist of the General Fund which is forecasted to provide \$310K in additional funding for each of the two budgets, plus the Enterprise Fund which is expected to bring in \$139K for the adopted budget and nearly \$100K for the revised budget; a decrease of \$39K from the initial budget. This decrease is primarily due to increased overhead costs such as utilities and liability insurance.

The Chairman asked three times if there were any questions from the members of the Board or the general public.

There being no questions from Board members and no questions from the general public, the public hearing was closed at 7:39

The Chairman asked for a motion to authorize staff to publish the budget revisions as presented.

Director Pitcock Moved to Authorize Staff to Publish the Budget Revisions as Presented, which was seconded by Director Quintero and was unanimously approved without modification by a vote of 21.79 yea, 0.00 nay, and 0.00 abstention.

Consideration of Transfer of Additional Unrestricted Funds Within the General Fund to the Committed Account within that Same Fund

CFO Vo-Le briefly presented a staff recommendation to move the amount of \$300,000 from the unrestricted fund to the committed fund noting that it has been the practice in the past to move similar amounts of funding to the committed fund.

The Chairman asked for a motion to authorize staff to transfer the sum of \$300,000 from the unrestricted to the committed fund.

Director Mitchell Moved to Authorize Staff to Transfer \$300,000 From the District's Unrestricted fund to the Committed Account., which was seconded by Director Rosario and was unanimously approved without modification by a vote of 21.79 yea, 0.00 nay, and 0.00 abstention.

Consideration of FY 2027-2029 Member Town Dues

Executive Director Holcomb briefly presented staff's proposal to make no changes to current member municipality dues for the upcoming fiscal year and to revisit municipal contributions in November 2026.

The Chairman asked for a motion to make no change to member municipality dues for the upcoming fiscal year and to revisit municipal contributions in November 2026

Director Mitchell Moved to Make No Change to Member Municipality Dues for the Upcoming Fiscal Year and to Revisit Municipal Contributions in November 2026, which was seconded by Director McNamara and was unanimously approved without modification by a vote of 21.79 yea, 0.00 nay, and 0.00 abstention.

5. Committee and Staff Reports

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

ADA - Staff took part in some recent educational events in October including the Human Guide Training led by the Helen Keller National Center and the CACT conference at CTDOT. The fall ADA newsletter was emailed to riders and distributed on the vehicles. The next ADA participation group forum will be held at the Bloomfield Senior Center on November 19th. ADA Paratransit - Ridership grew in October. In October there were 45,789 passengers transported as compared to 43,054 in September.

GHTD Link - Expanded weekday hours beginning on October 20th to be from 6AM-7PM. Passengers were sent notifications and updates about the changes. Emails were sent to community providers and advertised at community events. GHTD Link transported 2,141 riders in October.

Encompass - Ridership continues to be capped each month following budgetary restrictions. Each month the program is providing the maximum monthly number of trips available which averages over 3,000 trips. In October 2025 there were 3,584 trips, in September 2025 there were 3,514 trips. October 2025 data also shows that the highest number of applications came in since the start of the program.

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

Roberts Street Parking Lot - The Roberts Street Parking Lot Expansion Project is expected to reach substantial completion by the end of November.

Track or Treat - Union Station hosted its first annual "Track or Treat" on October 26th, an event organized by the Amherst Rail Society. Over 300 children and their families took a train ride to Springfield and returned to Union Station for a Halloween party and trick or treating. A number of volunteers decorated tables and gave out candy including GHTD, CTrail, CTtransit, a number of tenants and others.

GHTD and Amtrak - Amtrak has begun a project at Union Station to make ADA improvements to their ticket counter. GHTD staff participates in weekly construction meetings. The project is expected to be complete in the Fall of 2026.

GHTD staff continues to work with Amtrak on a Design Review and Construction phase agreement for the roof replacement project under the tracks at Union Station. Construction is expected to take place in 2027.

Director McNamara provided a brief overview of recent CRCOG activities noting:

CTDOT National Electric Vehicle Infrastructure – FHWA has approved CTDOT's NEVI Plan. CTDOT now has access to \$52.5 million to deploy the strategies outlined in its plan, which allows for the awarding of grants for charging infrastructure along I-91 and I-84.

USDOT DBE Program Rule Change –The new USDOT DBE program interim final rule, which took effect on October 3, 2025, removed race and gender presumptions of economic disadvantage from the DBE program.

6. Report from the Executive Director

Mr. Holcomb provided a brief overview of the status of both the Signage and Wayfinding Project and the District's Rebranding Project noting that there would be presentations to the Board with the details of both projects at upcoming meetings.

7. Report from the Chairman

The Chairman turned the floor over to Mr. Holcomb for a brief overview of the current Board membership and efforts to recruit to fill current vacancies.

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. Adjournment

Chairman McCavanagh asked for a motion to adjourn which was made by Director Mitchell, seconded by Director Pitcock and was unanimously approved. The time was 8:59pm.

Respectfully submitted,

DRAFT

D. Holcomb, for –

Sita Nyame
Assistant Secretary
November 14, 2025

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