



Draft

BOARD OF DIRECTORS
GREATER HARTFORD TRANSIT DISTRICT
Hartford, Connecticut
December 11, 2025

James McCavanagh, Chairman Presiding.

1. Call to Order

At 7:00 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:

Rachel Botts, East Hartford
Kevin Mooney, Enfield
Nanci Fitzgerald, Farmington
Richard Alger, Granby
James McCavanagh, Manchester
John Kelly, Newington
Dimple Desai, Rocky Hill
Marc Nelson, Simsbury
Gary Pitcock, South Windsor
David Giordano, West Hartford
Ricardo Quintero, Windsor
Fred Tanguay, Windsor

Staff present:

Nhan Vo-Le, Chief Financial Officer
Mary Bujeaud, Deputy Executive Director
Margaret Banker, Director of ADA Paratransit Services
Douglas Holcomb, Executive Director

Members of the public present:

There were no members of the public present.

The Board welcomed members Rachal Botts of East Hartford and Marc Nelson of Simsbury.

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 November 13, 2025 meeting which were transmitted to the Board in advance.

Director Giordano Moved to Accept the November 13, 2025 Regular Meeting Minutes, which was seconded by Director Quintero and was approved without modification by a vote of 18.35 yea, 0.00 nay, and 0.00 abstention.

4. Financial Matters

Financial Report - For the Four Months Ended October 31, 2025

The Chairman requested that CFO Nhan Vo-Le provide the financial report. A summary of the District's budgeted and actual results for the first four months of fiscal year 2026 (July 2025 – October 2025) was presented. Ms. Vo-Le stated that at the end of October 2025, the District's Special Revenue Fund reported a total of \$15.78ML in actual revenues, which is used for the spending of the District's Operating, Capital, and Administrative programs, that equates to the same amount (\$15.78ML). Of which, \$13.6ML or 86% was funded by CTDOT grants, \$2.04ML by Federal Transit Administrative (FTA) grants, plus local match and others equated to \$142K. Compared to the budget, this fund's actual revenues are higher than the adopted budget by nearly \$2.2ML or 16%. This increase is primarily a result of Parking Lot Expansion construction activities at the District's ADA Operations and Maintenance Facility. 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 close of this period, the Special Revenue Fund reported no excess of actual revenues over expenses, showing no change from the adopted budget.

The General Fund is the District's operating fund. Its primary funding sources consist of member town dues and interest earnings. At the close of October 2025, the General Fund ended with a solid financial performance; yielding \$221K in actual excess of revenues over expenses and \$60.5K or 38% over the adopted budget. This increase is mainly a result of higher STIF interest rates.

The Enterprise Fund is used to account for District Union Station Transportation Center and Spruce Street Parking Lot. This fund also had a strong financial result, yielding approximately \$115K in actual excess of revenues over expenditures with approximately \$898K and \$783K in actual revenues and expenditures; respectively. Comparing this result to the adopted budget, the Enterprise Fund yielded a favorable variance of \$81.6K in excess of revenues over expenditures primarily due to lower operating expenses and program administration than budgeted.

Overall, the District had anticipated an estimated \$194K in excess of revenues over expenditures within all three funds, but the favorable difference was a little over \$336K which is \$142K over the adopted budget. The \$336K excess amount is attributed by the General Fund's positive result of \$221K and the increase to the Enterprise Fund of \$115K.

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

Director Nelson Moved to Accept the Financial Report as Presented, which was seconded by Director Alger and was unanimously approved by a vote of 20.26 yea, 0.00 nay, and 0.00 abstention.

CFO Vo-Le then asked the Board for consideration of the adoption of the revised 2025 (per audit) and revised 2026 budget, which were presented in detail at the November 13, 2025 Board meeting.

Director Quintero Moved to Adopt the Revised 2025 Budget (per Audit) and the Revised 2026 Budget which was seconded by Director Botts and was approved by a vote of 18.01 yea, 0.00 nay, and 2.25 abstention.

5. Committee and Staff Reports

The Chairman invited Margaret Banker to present the transportation services report. Ms. Banker Provided an overview of the transportation services provided by the District along with current ridership trends.

The Chairman thanked Ms. Banker and then invited Deputy Executive Director Mary Bujeaud to present the Administrative and Operations Report.

Ms. Bujeaud provided an update on the Roberts Street parking lot noting that this project has reached substantial completion. Regarding the Transportation Center Roof Replacement Project, Ms. Bujeaud noted that the District was recently notified by the Connecticut Department of Transportation that the Department will be providing the District with \$150,000 in State funding for the requisite advanced payments for design review and construction oversight. This is a significant development as it helps to move this project along. Ms. Bujeaud also provided a brief update on the release of an RFP for Demand Response Services.

Ms. Bujeaud then provided a brief overview of recent CRCOG activities noting that CTDOT is updating its *Locally Coordinated Human Services Transportation Plan*. The goal is to address the transportation needs of people with disabilities, older adults, and those with low incomes. The plan identifies gaps in current services and outlines projects and strategies to improve mobility. A survey about transportation needs for seniors and individuals with disabilities was issued and closed November 30, 2025.

6. Report from the Executive Director

Mr. Holcomb provided a proposed regular meeting schedule for the Board of Directors for calendar year 2026. He noted that the proposed dates had been transmitted to Board members in advance for their review and consideration. The proposed dates were:

- March 12, 2026
- May 14, 2026 (Annual Meeting)
- June 11, 2026
- September 17, 2026
- November 12, 2026
- December 10, 2026

At the request of the Chairman, there was a brief discussion regarding mid-day meetings. It was agreed that the upcoming year meeting schedule would include three 12:00 noon meetings with the proposed meeting schedule updated as follows:

- March 12, 2026 - 7:00 PM
- May 14, 2026 (Annual Meeting) - 7:00 PM
- June 11, 2026 - 12:00 Noon
- September 17, 2026 - 7:00 PM
- November 12, 2026 - 12:00 Noon
- December 10, 2026 - 12:00 Noon

Director Fitzgerald Moved to Accept the GHTD Board of Director's Meeting Schedule for 2026 as Modified, which was seconded by Director Alger and was unanimously approved by a vote of 21.66 yea, 0.00 nay, and 0.00 abstention.

Mr. Holcomb then provided a brief update on the District's Signage and Wayfinding Project noting that the initial assessment has been completed and a Special Meeting of the Board has been planned for December 18th during which the consultant will provide an overview of progress to date. Additionally, the District's Stakeholder Committee for the project has been invited to this meeting.

7. Report from the Chairman

The Chairman asked Mr. Holcomb to provide a brief overview of the process for electing officers. Mr. Holcomb noted that according to the by-laws there would be an election of officers in the spring of 2026.

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 Mooney, seconded by Director Quintero and was unanimously approved. The time was 7:50 pm.

Respectfully submitted,
DRAFT *D. Holcomb* for

Sita Nyame
Assistant Secretary
December 12, 2025

Draft Posted December 15, 2025