



BOARD OF DIRECTORS
GREATER HARTFORD TRANSIT DISTRICT
Hartford, Connecticut
March 12, 2026

James McCavanagh, Chairman Presiding.

1. Call to Order

At 7:01 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
Kevin Mooney, Enfield
Nanci Fitzgerald, Farmington
Richard Alger, Granby
Sita Nyame, Hartford
James McCavanagh, Manchester
Paul McNamara, Manchester
Gary Pitcock, South Windsor
Michael LeBlanc, South Windsor
Alan Lubin, Vernon
Adam Raider, West Hartford
Michael Zaleski, Wethersfield
Fred Tanguay, Windsor

Staff present:

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

Members of the public present:

There were no members of the public present.

The Board welcomed new members Adam Raider of West Hartford and Michael Zaleski of Wethersfield.

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 December 11, 2025 Regular meeting which were transmitted to the Board in advance.

Director Fitzgerald Moved to Accept the December 11, 2025 Regular Meeting Minutes, which was seconded by Director Tanguay and was approved without modification by a vote of 19.95 yea, 0.00 nay, and 4.19 abstention.

Chairman McCavanagh then asked for a motion to accept the minutes of the December 18, 2025 Special meeting (Signage and Wayfinding) which were transmitted to the Board in advance.

Director Fitzgerald Moved to Accept the December 18, 2025 Regular Meeting Minutes, which was seconded by Director McNamara and was approved without modification by a vote of 19.95 yea, 0.00 nay, and 4.19 abstention.

4. Financial Matters - Report for the seven months ended January 31, 2026

The Chairman requested that Ms. Vo-Le provide the financial report. A summary of the District's budgeted and actual results for each fund for the first seven months of fiscal year 2026 (July 2025 – January 2026) was presented.

Ms. Vo-Le stated that the District uses the Special Revenue Fund to track all financial resources in association with Federal and State funding. The Special Revenue Fund, which consists of three programs: Operating, Capital, and Administrative, reported a total of \$23.8ML in actual revenues; an increase of \$2.6ML or 12% over the adopted budget. Of which, \$21.0ML or 88% was funded by CTDOT grants, 11% or \$2.5ML by Federal Transit Administrative (FTA) grants, and others equated to \$240K.

All revenues derived from program revenues are used for the spending of this fund as follows: The ADA Paratransit program (Operating) is by far the largest one. At the end of January 2026, this program reported a total spending of \$15.2ML to support the paratransit operations. Administrative program, which consists of various cost centers, is a major component of the Special Revenue Fund, accounting for 24% or \$5.7ML of this Fund's total expenditure. Capital program's total expenditure for the first seven months of the current fiscal year was \$2.9ML. Of which, the construction of the Parking Lot Expansion at the ADA Operations and Maintenance Facility accounts for 86% of this program's total expenditure. The fluctuation between the budgeted and actual results for the Special Fund Revenue is primarily the result of the Parking Lot Expansion construction activities. At the end of January 2026, the Special Revenue Fund

reported no excess of actual revenues over expenses, showing no change from the adopted budget.

The General Fund is the main operating fund of the District. Its primary funding sources consist of interest earnings and member town dues. This fund is in a financially robust position with steady investment earnings. By the end of January 2026, the General Fund reported an actual revenue and expense amount of \$333K and \$16K; respectively – yielding \$317K in excess of revenues over expenses. Comparing this result to the adopted budget, this fund yields a favorable variance of 69% or \$129K in excess of revenues over expenses. This increase primarily is a result of higher investment balances and steady interest rates.

The Enterprise Fund is used to account for Hartford Union Station Transportation Center and Spruce Street Parking Lot operation and maintenance. At the close of January 2026, the Enterprise Fund reported a total of nearly \$1.5ML in actual revenues. Rents are the major component of this fund's operating revenues, accounting for 76% of actual operating revenues. Parking Fees revenue makes up another 22% of actual operating revenues. On the expense side, the Enterprise Fund incurred almost \$1.4ML in actual expenses and yielded \$127K in excess of actual revenues over expenditures. Security, janitorial, building repairs and maintenance, utilities, real estate taxes, and insurance liabilities are the major expenses for the Enterprise Fund. Compared to the adopted budget, this fund's excess of actual revenues over expenditures is higher than the budget by \$104K. This increase is primarily due to a combination of higher parking fees revenue, rental income, and lower professional services; partially offset by higher insurance premiums. Capital improvement is a major component of this fund. At the end of this period, the Enterprise Fund reported a total spending of \$495K on capital improvements that include a purchase and installation of new parking lot equipment, roof repairs, water heater replacement, HVAC repairs, branding and signage projects, etc.

Overall, while the District had anticipated an estimated \$211K in excess of revenues over expenditures within all three funds, it reported a favorable excess amount of \$444K which is \$233K over the adopted budget. This excess amount is attributed by the General Fund's positive result of \$317K and the increase to the Enterprise Fund of \$127K.

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

Director McNamara Moved to Accept the Financial Report as Presented, which was seconded by Director Fitzgerald and was unanimously approved by a vote of 24.14 yea, 0.00 nay, and 0.00 abstention.

5. Committee and Staff Reports

The Chairman invited Deputy Director Bujeaud to provide an overview of the upcoming award of the contract for ADA Paratransit Services. Ms. Bujeaud provided a comprehensive overview of the process used for the selection of a contractor for the Districts ADA Paratransit Service. She explained that an RFP was prepared and issued earlier in the winter, four proposals were received and have been evaluated by a committee of GHTD staff. Staff expects to award a contract by the end of March using a three year base with two, one-year renewal options. She also noted that since the project is funded entirely through State

investment from the Connecticut Department of Transportation, staff is consulting with the Department throughout the process.

The Chairman thanked M. Bujeaud and then 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 and a year-end review for 2025.

The Chairman thanked Ms. Banker and again invited Deputy Executive Director Mary Bujeaud to present the Administrative and Operations Report. Ms. Bujeaud noted the following:

PTASP Update - The District completed the annual updates to the *Public Transit Agency Safety Plan*. As a recipient of FTA funding, it is a requirement that the District keeps this plan updated and in compliance with all requirements. Updates consist of the inclusion of 2025 safety data and performance targets, general information (ridership and population figures), and Safety Committee work. The Plan was approved by the PTASP Safety Committee on March 3, 2026 and staff are required to bring the Plan to the Board of Directors for adoption.

The Chairman asked for a motion to adopt the GHTD 2025 PTASP.

Director Raider Moved to Adopt the GHT Public Transportation Agency Safety Plan for 2025, which was seconded by Director Pitcock and was unanimously approved by a vote of 24.14 yea, 0.00 nay, and 0.00 abstention.

Ms. Bujeaud continued with a report on the District's Roof Drain Line Repairs Project at Union Station noting that staff issued an Invitation for Bids (IFB) for this project for the 3rd time in October, 2025. One bid was received and the cost was higher than anticipated. The District is currently negotiating a lower price with the contractor and is looking to have a contract executed soon, with construction starting this spring.

Regarding the District's 2026 Capital Request, Ms. Bujeaud noted that The District submitted its capital formula funding request to CTDOT, totaling nearly \$12 million. The request includes funding for paratransit vehicles, administration, miscellaneous capital (support vehicles, furniture, IT, other needs), Union Station improvements, and Roberts Street improvements and equipment. CTDOT is reviewing the request and back up information and GHTD will then adjust the request based on their feedback.

The Chairman then asked Director McNamara for an update regarding the Capitol Region Council of Governments (CRCOG) Transportation Committee meeting from February 23, 2025.

Director McNamara provided a brief overview of the CRCOG Transportation Committee February meeting noting that the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) jointly certify (known as the Planning Certification Review) the CRCOG to ensure compliance with federal planning regulations every three years. During this review, CRCOG received three commendations for Traffic Incident Management, the Greater Hartford Mobility Study/Metropolitan Transportation Plan (MTP) alignment, and Safety Planning, as well as two (2) corrective actions related to Fiscal Constraint and Performance Measures

6. Report from the Executive Director

Mr. Holcomb provided brief updates to the Board regarding the upcoming website redesign, legislative initiatives, an upcoming Request for qualifications for architectural and engineering services, and Union Station leases. He also provided an overview of the status of foundational projects including the agency's branding initiative, and the Union Station Signage and Wayfinding Project along with the next steps for each.

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. Members of the Board should expect to receive a proposed slate from the Nominating Committee through the Chairman in early April.

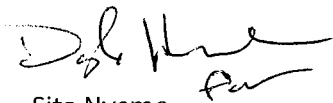
8. Any Other Business Properly Brought Before the Board

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 Zaleski, seconded by Director Fitzgerald and was unanimously approved. The time was 7:55 pm.

Respectfully submitted,



Sita Nyame
Assistant Secretary
March 13, 2026

Approved May 14 2026