



REGULAR MEETING  
BOARD OF DIRECTORS  
GREATER HARTFORD TRANSIT DISTRICT  
Hartford Connecticut  
March 7, 2024

James McCavanagh, Vice Chairman  
Presiding.....

At 7:05 p.m., a quorum determined to be present; Mr. McCavanagh called the Regular Meeting of the Board of Directors of the Greater Hartford Transit District (the "District") to order by way of a virtual meeting. The following Directors were present: Marilyn Pet (2.60) East Hartford; Kevin Mooney (2.14), Enfield; Nanci Fitzgerald (1.36), Farmington (arrived after the 1<sup>st</sup> vote); Richard Alger (1.00), Granby; Autumn Siegel, Hartford; James McCavanagh (3.04) and Paul McNamara (3.04) Manchester; Dimple J. Desai (1.91), Rocky Hill; Gary Pitcock (1.37) South Windsor; Alan Lubin (1.54), Vernon; David Giordano (2.94) and John W. Lyons (2.94), West Hartford; and Cindy Jacobs (1.39), Wethersfield. District staff present were Vicki L. Shotland, Executive Director; Nhan Vo-Le, Chief Financial Officer, Mary Bujeaud, Deputy Executive Director and Margaret Banker, Director of ADA Paratransit Services. Douglas C. Holcomb, Greater Bridgeport Transit's Executive Director was in attendance. *(The numbers represented in the parenthesis of this paragraph equate to the weighted vote for each Director in attendance.)*

Mr. McCavanagh welcomed the Board, and then mentioned that Doug Holcomb, the newly appointed Executive Director (effective April, 1, 2024) has also joined the meeting. The Vice Chairman next asked if there were any members of the public who wished to address the board. There were none. Mr. Desai then moved adoption of the December 14, 2023 meeting Minutes, which was seconded by Ms. Jacobs and approved by a vote of 25.19 yea, 0.00 nay and 0.00 abstention.

The Vice Chairman requested that Ms. Vo-Le provide the financial report. A summary of the District's budgeted and actual results as of January 31, 2024 was presented. She stated that for the first seven months of fiscal year 2024 (July 2023 – January 2024), the Special Revenue Fund had accumulated a total of approximately \$19.8ML in actual revenues, which is used for the spending of the District's Operating, Capital, and Administrative programs, that equates to the same amount (\$19.8ML). Comparing this to the budget, the adopted budget is higher than the actual result by approximately 12% or \$2.7ML. This occurred due to a combination of higher budgeted ADA service hours and the accounting for vehicle acceptance, in which actual costs will be accounted for after the vehicle inspection(s) have been passed. Approximately \$17.6ML of that total was funded by CTDOT grants, \$1.9ML by FTA grants, and others equated to nearly \$274K. The Special Revenue Fund was made up of \$18.0ML in transportation projects, \$1.2ML in program administration, and \$500,000K was related to professional services. The ADA Paratransit program is a major Operating program that generated \$13.3ML in actual revenues. The Administrative and Capital Programs accounted for a total of \$5.0ML and \$1.5ML in actual revenues; respectively.

The General Fund is the District's operating fund and its primary funding sources consist of investment income, member town dues, and proceeds from the sale of disposed vehicles. At the end of January 2024, the actual excess of revenues over expenses for this fund was approximately \$301K which was \$43K higher than anticipated. This favorable outcome is primarily a result of high STIF interest rates; partially offset by lower disposed vehicle sales. The Enterprise Fund consists of: Spruce Street Parking Lot and Hartford Union Station. During the first seven months of this current fiscal year, it had generated a total of approximately \$1.78ML in actual revenues and \$1.69ML in actual expenditures; yielding a favorable variance of \$92K in excess of actual revenues over expenditures. Compared to the budget, this fund's actual result closely aligns with the expected result (\$96K). Overall; the District yielded a total of approximately \$393K in excess of actual revenues over expenditures and this is almost \$40K higher than budgeted. This \$393K excess amount consists of the General Fund which is forecasted to generate \$301K in additional funding and the Enterprise Fund which is expected to bring in \$92K.

Mr. Mooney inquired as to why the actual revenues for the Federal and CTDOT grants were lower than what was budgeted. Ms. Vo-Le explained that the reason for the variance is due to the timing of when the capital project occurs. Based on unanticipated delays in some project activities the differences in the actuals vs. budget may be significant as is in the case that Mr. Mooney pointed out.

Mr. McCavanagh then called for a vote in regard to the financial report. Mr. Mooney made the motion for acceptance which was seconded by Mr. McNamara. The motion passed unanimously 26.41 yea, 0.00 nay and 0.00 abstention.

Mr. McCavanagh asked Ms. Banker to provide the ADA/Operations Report. She stated the following:

- The expanded ADA Paratransit service area will begin on March 10th. The expansion will extend the service area to the Queen Street area in Southington and also from the Berlin Turnpike down to the Meriden Train Station. Staff have updated maps in the Trapeze system, educated drivers about the upcoming changes, and are ready to begin the expanded service area.
- The Trapeze program DriverMate pilot has been successfully completed. The team is working on rolling out the program on the tablets onto encompassing the entire fleet. The expected project completion date is by the end of March. Training with staff on using the DriverMate tablets is ongoing. DriverMate acts as an electronic manifest for drivers allowing real-time scheduling and trip updates, and improved communication between drivers and the dispatch department.
- The Microtransit program that will cover parts of Enfield and East Windsor called "GHTD Link" will launch on April 1, 2024. Staff are working on marketing the program and reaching out to local community providers. The hours of the program are Monday through Saturday 8am-6pm, and Sunday from noon until 6pm. The cost of the program is \$3 per rider. Riders can book trips through an app, through the GHTD Link website, or by calling in to schedule trips.
- Eligibility staff will have an information table at the Learn Disability Summit on Saturday March 16th at Mohegan Sun. This event is expected to have over 800 attendees from across the state. Staff will

educate patrons on ADA Paratransit, the Freedom Ride and Encompass programs, as well as the new Microtransit GHTD Link program.

- The District is working to ensure that staff continually take disability related trainings in order to better serve our riders. Staff have signed up for the course “Communicating with People with Disabilities in Crisis Situations”. ADA Eligibility staff have also signed up for a day of virtual trainings provided by the National ADA Symposium set in early May.

Mr. Mooney inquired about how the Microtransit program can be promoted more in Enfield. Ms. Banker reported that the District has been doing a lot of outreach to schedule events in both Enfield and East Windsor. Some of these activities include; but are not limited to, working with Town of Enfield officials, introducing the program to the town’s underserved population, working with CT State College Asnuntuck, coordinating through the Town Hall for additional marketing, utilizing the public library, receiving support from CTDOT, and the rideshare company who has been hired to operate the program.

Mr. McCavanagh then called upon Ms. Bujeaud to update the Directors in regard to the Grant/Contract/ & Procurement Department’s report.

- The District is working on the development of our 2024 Capital Plan, which includes funding for Rolling Stock, Capital Purchases, Union Station Improvements, and Roberts Street Improvements. The District anticipates \$12.3ML in total in regard to our discussion and negotiation with CTDOT.
- The District expects to receive 6 Electric Paratransit Vans in March. Charging stations were installed and tested at the Roberts Street facility. On-site training at Roberts Street for maintenance technicians is currently being scheduled.
- Construction of the Union Station Roof Replacement project was completed in January.
- Staff completed the Emergency Action Plan for the Roberts Street Facility. This document includes responses to various events such as fires, shelter-in-place, active shooter, natural disasters, etc.
- Procurement updates:
  - The District will need to re-bid the large HVAC replacement project that originally went out this past fall, as only 1 bid was received and it was significantly higher than anticipated for the scope of work.
  - Currently reviewing proposals for Janitorial services at Union Station.
  - Extension of contract amendments, including, but not limited to:
    - Encompass Program
    - First Transit Service Expansion
  - Other procurements include:
    - Union Station Camera preventative maintenance
    - Re-finishing wooden doors at Union Station
    - Renovations for Old Transportation Center tenant spaces
    - Other state of good repair activities

Mr. Pitcock asked if Union Station is on the National Register of Historic Places. Ms. Bujeaud confirmed that it is and that the District seeks approval for design plans from the Connecticut Statewide Office of Historic Preservation on any projects that involve the historic aspects of the building.

Mr. McCavanagh then called upon Ms. Shotland to provide her Administrative report. She discussed several topics that included, but were not limited to:

- The District will have our site visit for the Triennial Review in June 2024. Staff compiled thousands of documents and submitted the responses for the Recipient Information Request (RIR) at the end of February.
- The District is working with attorneys to explore the possibility of mediation with the parties involved in the Retaining Wall dispute. The re-design of the wall is being finalized and the engineer is working with the Town of East Hartford for the Inland Wetlands Application approval. The District expects to go out to bid for construction in Spring 2024.
- Working on Northeast Passenger Transportation Association business as there have been some complicated and challenging issues over the past many months. The Biennial Event will occur in June 2024 in RI as this is a necessary event which is critical to the continued success of our 125- year-old organization, the oldest non-profit association for transit professionals.
- The Rural Transportation Assistance Program (RTAP) is made up of different components; technical assistance, training programs, and the Statewide Bus Roadeo. The staff assigned to the RTAP program has been working on preparing for an upcoming training for transit districts and agencies across the state to be held on April 3rd. Some of the training tracks include; maintenance, operations, and administration. These trainings include expert speakers around the country.
- Looking for a new tenant to replace Propark in the south end Great Hall level glassed-in area.

Ms. Pet inquired about the retaining wall drainage requirements from the East Hartford Inland Wetlands Group. Ms. Bujeaud explained that the design firm is working to address the filtration and drainage comments from the town and has a plan that will filter the water outside of the wall versus within the wall.

Mr. McCavanagh then requested that Mr. McNamara provide the CRCOG Transportation Committee Report.

Mr. McNamara provided the following updates:

- The Connecticut Department of Transportation released the final report for the Greater Hartford Mobility Study in December 2023. CRCOG staff has reviewed the final report and anticipates seeking Transportation Committee action to support the study's recommendations at a future meeting.
- CTDOT is requesting that municipalities complete a survey regarding their existing bus shelter maintenance procedures. This information will inform the Bus Stop Enhancement Program.
- There is a new Federal Performance Measure for Greenhouse Gas Emissions that requires States and MPOs to set declining 2- and 4-year targets against a 2022 baseline. CTDOT was required to set targets by February 1, 2024, and CRCOG is required to set targets within 180 days after that (July 30, 2024).

Ms. Jacobs inquired if the towns will be sent the shelter surveys and if they would be allowed input on the shelter style and design. Ms. Bujeaud stated that she will provide the survey information to Ms. Jacobs. Additionally, she explained that the State of Connecticut has put out Requests for Proposals for the shelters and will be selecting vendors. It will be CTDOT's decision if towns have input on the design.

Mr. McCavanagh called for new business. He then reminded the Directors that the Annual Meeting will be held on May 23, 2024. There being no further business brought before the Board Mr. Mooney moved that the meeting be adjourned. Upon seconding by Mr. McNamara, the motion passed by a vote of 26.41 yea, 0.00 nay, and 0.00 abstention. The Regular Meeting was adjourned at 7:55 p.m.

Respectfully submitted,

 (General Director)  
Paul McNamara/Assistant Secretary

Adopted May 23, 2024