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**ANNUAL MEETING  
BOARD OF DIRECTORS  
GREATER HARTFORD TRANSIT DISTRICT  
Hartford Connecticut  
May 13, 2010**

**Stephen F. Mitchell, Chairman  
Presiding.....**

At 7:02 p.m., a quorum determined to be present; Mr. Mitchell called the Annual Meeting of the Board of Directors of the Greater Hartford Transit District (the "District") to order in the District's Multipurpose Room at the Union Station Transportation Center (the "Center"), One Union Place, Hartford, Connecticut. The following Directors were present: Joan Gamble, Bloomfield; Peter J. Bonzani, East Hartford; Gilbert Hayes, East Windsor; Stephen F. Mitchell and Kevin T. Mooney, Enfield; Frank Lord, Hartford; James R. McCavanagh and Paul McNamara (arrived at 7:20 pm), Manchester; Kevin Chick, Newington; Ferguson R. Jansen, Jr., Simsbury; Mark S. Etre and Mary A. Oliver, Vernon; Richard F. Messenger, West Hartford; Brendan T. Flynn and Martin Walsh (arrived at 7:10 pm), Wethersfield, and Ricardo Quintero, Windsor. District staff present included Vicki L. Shotland, Executive Director; Kimberly A. Dunham, Director of Fiscal and Administrative Services; DJ Gonzalez, Operations Administrator; Sandra Sheehan, Director of Grants and Contract Administration, Patricia M. Williams, Director of Paratransit Services, and Silvana Vardhami, Accounting Associate. Also present were Bradshaw Smith, a resident of the Town of Windsor; and Cierra Stancil, a resident of Hartford and Southern Connecticut State University Journalism student.

Mr. Mitchell then asked if there were any members of the public who wished to be heard. Mr. Smith indicated that he had a question as to how the activities of the District relate to the Capitol Region Council of Governments and that he wished to defer that inquiry until the CRCOG Transportation Committee Report agenda item.

Chairman Mitchell then introduced and bade welcome to a new board member, Mr. Ricardo Quintero from the Town of Windsor.

The Chairman next asked for consideration of the Minutes of the Regular Monthly Meeting of March 4, 2010. Mr. Messenger moved adoption of those Minutes as amended. Upon seconding by Ms. Oliver, the motion passed by a vote of 28.65 yea, 0.00 nay, and 0.00 abstention.

The Chairman next asked for the report from the Nominating Committee which was distributed to all Directors on March 22, 2010. Mr. McCavanagh, Chair of the Nominating Committee, reported the slate of Officers proposed by the Nominating Committee as follows:

Chairman	Stephen F. Mitchell
Vice Chairman	Frank Lord
Secretary	James R. McCavanagh
Asst. Secretary	Peter J. Bonzani
Treasurer	Brendan T. Flynn
Asst. Treasurer	Mary A. Oliver

Mr. McCavanagh noted that as defined in the By-Laws there must be two separate votes taken at the meeting; one for the express slate of officers and the other for the regular slate of officers. The Nominating Committee recommended in its report that the Chairman and Vice-Chairman be nominated for an additional term. Mr. Mitchell provided a brief overview of the process. Mr. McCavanagh then moved the election of the entire regular slate as proposed by the Nominating Committee. Mr. Flynn seconded the motion, which was approved unanimously (28.65 yea, 0.00 nay, and 0.00 abstention). The Nominating Committee in its report then recommended that the Secretary, Assistant Secretary, Treasurer and Assistant Treasurer be elected for one term. Mr. McCavanagh moved the election of the entire express slate as proposed by the Nominating Committee. Ms. Gamble seconded the motion, which was approved unanimously (29.99 yea, 0.00 nay, and 0.00 abstention). Due to the unanimous vote, ballot voting was not necessary.

Chairman Mitchell requested that the Monthly Financial Report be presented. Ms. Dunham reported that the third quarter Dial-A-Ride operating grant fund will be distributed in early June. The agency has recently executed two contract addendums with CT DOT increasing the FY2010 ADA Program to \$9,000,000 and the Insurance Consortium to \$3,080,000. Excess funds will be invested in the State Treasurer's Investment Fund (STIF) and an update of disposed vehicle revenue (restricted and non-restricted) was provided. The parking lot revenue bond balance is \$142,000 and expires in 2014. A synopsis of parking revenue was presented and discussion was had regarding credit card usage, overall parking revenue figures, and investment options. Ms. Shotland indicated that staff has been investigating various investment vehicles; however must also consider liquidity and term length limitations. Upon motion made by Mr. Bonzani and seconded by Mr. Mooney, the Monthly Financial Report was accepted by a vote of 29.99 yea, 0.00 nay and 0.00 abstention.

The Chairman then recessed the Annual Meeting at 7:18 p.m. and called to order the Public Hearing as related to the Adopted Fiscal Year 2010 and Proposed Fiscal Year 2011 Budgets. Ms. Dunham provided an overview of FY2010 Budget Revisions including allocation of Union Station utility costs to GHTD indirect costs and between the Public and Private cost centers. Adjustments have been made to the Incidental Charter fund revenue and expenditure line items due to the expectation that no further reimbursement requests will be made for commuter coach maintenance repairs. Parking lot revenue projections have decreased based on trend activity through February 2010 when the budget process was initiated; however April revenue exceeded \$30,000 which is the highest monthly amount in more than three years, so it is likely that annual income totals will increase. Sale of MCI commuter coaches this year has totaled \$448,000 and those funds are being retained as restricted for offset of grant related expenditures. Projected agency-wide net revenue for Fiscal Year 2010 is \$146,936.

An overview of the agency's accounting structure (including the Special Revenue, General and Enterprise funds) as well as funding source information, individual program activity and contract administration amounts were presented.

The Special Revenue Fund includes all intergovernmental activities. Funding sources include FTA, CTDOT, City of Hartford, various municipal sub-recipients of 5307 funds, and CRCOG. The ADA Paratransit Service budget will exceed \$9 million in FY2010 which represents 37% of the statewide proposed ADA budget line item. 200,000 service hours are expected based on a 5-8% growth trend in the past few years. A review of miscellaneous transportation services, Hartford Dial-A-Ride program, the Drug and Alcohol Testing Consortium, New Freedom Program and Insurance Consortium were presented and it was noted that all GHTD administration and overhead costs are fully funded. Capital projects including Vehicle Procurement, Paratransit Support and Administrative Capital Procurement, Intermodal Centers, bike racks and lockers, bus shelters were also reviewed by individual program.

The General Fund is the chief operating fund of the District. Funding sources include Member Town Contributions, Interest Income, Unrestricted Disposed Vehicle Revenue, Transit Advertising Revenue, and Net Revenue from other Funds. Minimal inter-fund transfers are anticipated and net revenue in this fund is expected to be retained as a contingency.

The Enterprise Fund includes business-like activity and consists of the Spruce Street Parking Lot and both Public and Private portions of Union Station. Funding sources include Tenant Rents, FTA, CTDOT, Parking Lot Revenue, Station Concessions, Advertising Income (kiosk and Sheleton), and restricted Disposed Vehicle Revenue. Capital Grant funding levels (\$2,895,000), major expense line item costs, real estate

taxes, total building operating costs (\$1,300,000) and parking revenue projections were provided. Net agency wide revenue is expected to be \$142,941.

Mr. Mitchell then asked if there were any comments from the public. Mr. Smith inquired if the agency would be completely absolved of its involvement with the commuter coaches as of July 1<sup>st</sup>. Ms. Shotland provided the process that will need to be undertaken to determine the disposition method for the remaining commuter coaches. GHTD will confer with FTA as to the disposition process which may include any of the following: transfer of federal interest to CTDOT, sale to another public transit agency, sale to the private operator and/or auction. The process itself is not expected to be complete by July 1<sup>st</sup>; however Mr. Mitchell commented that the agency will ultimately be disposing of all of those vehicles. Ms. Oliver inquired as to delineation of payroll costs in the budget; Mr. Mitchell commented that payroll is included in multiple category line items in the budget. Discussion ensued regarding negotiation of administrative costs, the reasonableness of same, labor involved in oversight and project administration activities, and the methodology behind administration amount projections. There being no further questions, the Chairman declared the public hearing closed and reconvened the Annual Meeting at 7:43 p.m.

Upon motion by Ms. Oliver and seconding by Ms. Gamble, the Proposed Fiscal Year 2010 Revised Budget was unanimously approved by a vote of 32.78 yea, 0.00 nay and 0.00 abstention. Next, Mr. Etre moved acceptance of the Fiscal Year 2011 Proposed Budget which was seconded by Mr. Flynn and approved unanimously by a vote of 32.78 yea, 0.00 nay and 0.00 abstention.

The Chairman next asked for consideration to continue to retain the auditing firm, Blum, Shapiro and Company, P.C., West Hartford, Connecticut for FY 2011. Ms. Gamble moved to retain the firm under the terms of its contract. Upon seconding by Mr. Flynn, the motion was approved unanimously 32.78 yea, 0.00 nay, and 0.00 abstention.

The Chairman next asked for consideration to continue to retain the firm of Day, Pitney, LLP, Hartford, CT as the District's Legal Counsel for FY 2011. Ms. Oliver moved to retain the firm under the terms contained in its contract. Upon seconding by Mr. Quintero, the motion was approved unanimously 32.78 yea, 0.00 nay, and 0.00 abstention.

The Chairman then asked for consideration to re-engage Foley Services, Glastonbury, CT as the District's Third Party Administrator for the Drug and Alcohol Testing Consortium for FY2011. Mr. Etre moved to retain Foley Services under the terms

contained in its current contract. Upon seconding by Mr. Messenger, the motion was approved unanimously by a vote of 32.78 yea, 0.00 nay, and 0.00 abstention.

Mr. Mitchell next asked for consideration of Resolution No GHTD-11-FTA-1 Authorizing Filing and Acceptance of Federal Grants. Upon motion made by Mr. Jansen and seconded by Mr. Mooney, the motion passed unanimously by a vote of 32.78 yea, 0.00 nay, and 0.00 abstention. The Chairman then asked for consideration of Resolution No. GHTD-11-STATE-1 Authorizing Filing and Acceptance of State Grants. Upon motion made by Mr. Flynn and seconded by Mr. Messenger, the motion passed unanimously by a vote of 32.78 yea, 0.00 nay, and 0.00 abstention.

Mr. Mitchell then asked for program updates. Ms. Williams presented the Paratransit Service Operating Statistics report. Comment was made on increased service demand, no-show and cancellation statistics. Mr. Mitchell inquired if increased efficiency has been recognized due to the implementation of the AVL system. Mr. Gonzalez commented that it is premature at this point; however that data should be available by September. Ms. Sheehan provided an update on the AVL implementation including the fact that The District has been operating in parallel mode, using manual manifests in addition to the MDC units since the second week of March. The MDCs were tested for thirty days and as new vehicles were added to the fleet they were placed in service with the MDCs. A partial acceptance has been given by the District. Minor issues have been addressed as they come up; however for the most part all is working as expected.

Mr. Gonzalez provided an update on the vehicle replacement and disposition processes. Forty five new vehicles have been received; a number are awaiting installation of the AVL equipment prior to being placed in service. Nineteen vehicles have been sold at auction at an average sale price of \$1,900.

Ms. Shotland reported that the City of Hartford has recently released a Request for Proposals for the Dial-A-Ride service. The District has provided that service to the City for more than ten years and we are most qualified to provide a high quality service; however there is the possibility that another company may be awarded the contract due to low bidding or other factors. It is difficult to ascertain the outcome, as the RFP document was lacking a significant amount of information, such as detailed required submittal information, selection criteria, award date, etc. Although perception wise it would be a loss for the agency, there would be a nominal monetary effect based on the level of effort needed to administer the program. There was then discussion about the quality of the RFP document, appeal process, and what individuals comprise the selection committee. Mr. Quintero inquired if this process would award to the lowest bidder; specific selection criteria had not been outlined, although they had requested experience, qualification, and price information.

Ms. Shotland announced that the RFP process for the ADA Paratransit Service has been completed and First Transit will be awarded the contract effective July 1, 2010. That RFP document was both outstanding and highly detailed and the entire process was extensive.

The Town of East Hartford has also released an RFP for Dial-A-Ride service, to which GHTD responded and we are currently awaiting notice of award.

Mr. Gonzalez advised the Board that the Connecticut Statewide Rodeo will be held Sunday, June 13, 2010 at the Buckland Commuter Park and Ride lot and invited all members to attend. He also commented on the fact that our drivers are union and the required pay rates play a large part in our cost proposals for Dial-A-Ride services.

Ms. Shotland updated the Board on the status of the Hot Tomato's leasehold space. Although numerous parties showed interest in the space, it was found to be in the best interest of the agency to assign the lease to Chris Calvanese of the Aqua Turf restaurant group. All past due rent and reimbursement of legal fees have been paid. The restaurant is being renovated with significant capital investment and its opening is expected in early summer 2010. Aqua Turf will also be catering in the Great Hall with anticipated increase in event activity and revenue for the District.

An update of Federal Fiscal Year 2010 Section 5307 funding was provided included vehicle procurement, Union Station renovations, and IT support equipment. CTDOT continues to match the federal funds and are pleased to see the ongoing project activity including the Transportation Center upgrades. The agency is also pursuing funding for an ADA Paratransit Operations facility and has been exploring current available properties. Other funding sources being sought include the Livability and Sustainability Funds, TIGER, TIGGER, etc. Mr. Lord requested that the District obtain a building presently owned by another governmental or non-profit agency so as not to decrease the tax revenue to the City of Hartford.

Mr. Hayes provided a CRCOG Transportation Committee meeting update. The final version of the Northwest Corridor Study is available on the CRCOG website. Re-Authorization of the Transportation Bill is expected to exceed the funding levels of SAFETEA-LU. The next meeting will be held on Monday, May 17, 2010. Mr. Mitchell afforded Mr. Smith the opportunity to pose his inquiry as previously discussed. Mr. Smith declined to do so at that time and will be responding in writing.

Mr. Bonzani mentioned the traffic situation on Spruce Street and the present difficulty to maneuver vehicles on the street. Mr. Gonzalez responded that the District requests

assistance from the police; however there still remain traffic issues. The construction activity is expected to be completed within three weeks. Ms. Oliver asked about the bus berthing concrete replacement project.

Ms. Sheehan provided various project updates. Associated Construction Company has commenced work on the Transportation Center Improvements project. A percentage of the work has been completed to date including most of the public restrooms, flooring, and ceiling. Additional activities include the benches, wall system, the improvements to the newsstand and graphics. Due to materials availability and delivery work is scheduled for completion by mid June.

The District has been working with Crosskey Architects for the preparation of specifications and bid documents for the repair and/or replacement of the exterior windows at Union Station. The solicitation package will be completed in the next couple of weeks and the District will issue an invitation for bids.

After extensive review and interviews with the three responding firms, the Selection Committee recommended award of a contract for Paratransit Service to First Transit. This is a three year award with two one year options. The District will be finalizing the contract terms within the next few weeks. Commencement date is July 1, 2010.

An award was made to Morais Concrete for the replacement of the concrete at the bus berthing area. The south side portion of the work is 85% complete. The north side just completed the demolition phase and it being prepared for the sub-grade and compaction phase.

With regard to the Roof and Ceiling Canopy System, the District and GWG finalized a letter to Amtrak detailing the project objective and need and a project schedule. Amtrak needs to review and approve the project as it affects the abandoned tracks owned by Amtrak. A letter with all the required documents will be forwarded to Amtrak shortly.

The Town of Enfield received 18 statements of qualifications for its Intermodal Center Project in response to their request for qualification for final design services. The Town qualified five firms to receive a request for proposal. Proposals from the qualified firms are due on Friday, May 14, 2010. The Town expects to select a firm and award a contract by the end of June.

The District and the Town of Mansfield received comments from FTA regarding the draft Categorical Exclusion (CE) document submitted. Revisions to the document were made and a formal submission was sent to FTA by the District on behalf of the Town. The District has requested a status report on the CE process. In addition, the Town

issued a Request for Qualifications/Proposal for design services for the Intermodal Transportation Center.

Notification was sent to the Vernon Town Administrator as well as to the Mayor regarding the FY2008 earmark to the Town for an Intermodal Transportation Center, parking and streetscape improvements. These funds will lapse by September 30, 2010 if a grant application for a project with the appropriate environmental permitting documents is not submitted to FTA by June 30<sup>th</sup>. Mr. Etre mentioned that he would be meeting with the Town Manager over the next few days and would discuss the matter.

There being no further business brought before the Board, Ms. Gamble moved that the Meeting be adjourned. Upon seconding by Mr. Bonzani, the motion passed by a vote of 32.78 yea, 0.00 nay, and 0.00 abstention. The Annual Meeting was adjourned at 8:25 p.m.

Respectfully submitted,

*Richard L. Hilland - Executive Director*  
for JAMES R. McCAVANAGH  
Secretary

DRAFT: May 20, 2010