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ANNUAL MEETING
BOARD OF DIRECTORS
GREATER HARTFORD TRANSIT DISTRICT
Hartford Connecticut
June 25, 2009

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 Bonzani and Marilyn Pet; East Hartford, Gilbert Hayes, East Windsor; Stephen F. Mitchell, Enfield; Russell G. St. John, Granby; Jason Barone-Cichocki, Frank Lord, and Jesse Smith; Hartford; James R. McCavanagh, Manchester; Kevin Chick and William G. Hall, Newington; Ferguson R. Jansen, Jr., Simsbury; David A. Giordano, West Hartford; Brendan T. Flynn and Martin Walsh, Wethersfield, and Mark Etre; Vernon. District staff present were Vicki L. Shotland, Executive Director; Kimberly A. Dunham, Director of Fiscal and Administrative Services; DJ Gonzalez, Operations Administrator; and Sandra Sheehan, Director of Grants and Contract Administration. Also present was Bradshaw Smith, a resident of the Town of Windsor.

Mr. Mitchell then asked if there were any members of the public who wished to be heard. Mr. Bradshaw Smith stated that he had three issues that he wanted to address. The first issue had to do with a citizen who is an ADA passenger that had been picked up at St. Francis Hospital after a medical procedure had been completed. Mr. Smith stated that his understanding by way of his conversation with this passenger, that the paratransit vehicle then went on to pick up other passengers who were dropped off at a restaurant before the first passenger was discharged at his home. Mr. Smith's opinion was that the driver should have taken the first passenger home before picking up other passengers and taking them to their destinations. Mr. Smith also stated that during the Memorial Day weekend, Spruce Street was extremely busy with cars double parking for pick ups and drop offs. Mr. Smith is concerned with how the plans for the Northwest Corridor Study are going to effect the current traffic situation at Spruce Street. Ms. Shotland indicated that a portion of the Northwest Corridor Study concerns Union

Station, but that currently the study does not provide recommendation to rectify the congestion issues on Spruce Street. Mr. Smith then talked about the cleanliness of the restroom facilities at Penn Station in New York. He stated that approximately two weeks ago when he used the restroom facilities at Hartford's Union Station he found them to be in very poor condition.

Mr. Mitchell stated that an investigation regarding the issues addressed by Mr. Bradshaw Smith will take place. Mr. Mitchell then asked if there are any other members of the public who wished to be heard. There were none.

The Chairman next asked for consideration of the Minutes of the Regular Monthly Meeting of May 14, 2009, as amended by the following: The second (2nd) paragraph on Page 1 in the Minutes should read, "Mr. Bradshaw Smith rather than Mr. Smith." Ms. Gamble moved adoption of those Minutes as amended. Upon seconding by Mr. Flynn, the motion passed by a vote of 32.66 yea, 0.00 nay, and 3.42 abstention (Messrs. Jansen and St. John who were not in attendance at that meeting).

The Chairman next requested the Nominating Committee report be presented. The Committee Chair, Mr. McCavanagh, reported the proposed slate of Officers as follows:

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

Mr. McCavanagh made mention that there must be two distinct votes; one for the regular slate of officers and a second for the express slate of officers. The Committee's report included recommendation that the Chairman, Vice Chairman and Assistant Secretary be elected for one term. Mr. Etre motioned acceptance of the recommended regular slate of officers, which was seconded by Mr. Giordano, and approved unanimously by a vote of 36.08 yea, 0.00 nay and 0.00 abstention. The Committee then recommended that the Secretary, Treasurer and Assistant Treasurer be nominated for an additional term. Mr. Etre moved the election of the entire express slate as proposed by the Committee, which was seconded by Mr. Bonzani, and approved unanimously by a vote of 36.08 yea, 0.00 nay and 0.00 abstention. Due to the unanimous vote, ballot voting was not necessary.

Mr. Mitchell then requested presentation of the monthly financial report. Ms. Dunham advised the Board that the District currently has more cash in its various accounts than it has had in the past ten years based on a review of the general ledger. She further commented that the District is awaiting word on the status of the municipal Dial-A-Ride grants it passes through to the member towns. The existence of those funds in FY2010 is dependent on the actions of the state legislature with regard to its budget. Interest income is expected to be less than budgeted, due to the minimal amount of interest being earned. Staff is exploring various investment opportunities that will maximize the amount of interest earned, keeping in mind liquidity needs and ensuring the funds are fully collateralized. Disposed vehicle revenue totals more than $72,000 to date. An overview of the status of Dial-A-Ride fleet vehicle disposition was then presented.

An analysis of the recently revised "First Half Hour" parking rate in the Spruce Street lot was reviewed. In just two months, the District received more than $2,300 in additional revenue based on the rate change. Total credit card transactions and amounts charged were also provided, and this analysis will be updated on an ongoing basis in the future.

Various line items in the Enterprise Fund were discussed including the anticipated reimbursement to certain tenants of the operating cost pass-through assessed during the fiscal year. This pass-through anticipates an increase in operating costs from the previous year; however due to extensive cost containment efforts by agency staff; it is likely costs will remain at a level similar to those incurred during FY2008. According to the Hartford Tax Assessor, there will be a 4.45 mill rate increase for FY2010 which will result in an additional $8,000 in taxes.

The Chairman then asked if there were any questions related to the financial report. Mr. Etre asked for elaboration on the reimbursement of operating cost pass-through for some Union Station tenants. Ms. Dunham replied that it is related to a specific clause, included in only some of the tenant leases that were negotiated by the previous administrator. Mr. Mitchell inquired about the Dial-A-Ride operating grants and asked whether there would be any funding available if that line item is not included in the State budget. Ms. Dunham replied that there will be no available funding if that is the case.

There being no further questions, Mr. Flynn moved acceptance of the financial report as presented. Upon seconding by Mr. St. John, the motion passed unanimously by a vote of 36.08 yea, 0.00 nay and 0.00 abstention.

Mr. Bradshaw Smith then requested privilege to speak which was granted by Mr. Mitchell. Mr. Bradshaw Smith noted that during a previous meeting, the agency's finance director had referred to disposition of the commuter coaches and he further

inquired as to the status of that matter. Ms. Shotland responded that the Federal Transit Administration has directed the District that it may not dispose of the majority of those vehicles and that they must remain in commuter service. (The FTA has granted permission to sell eight of the vehicles.) Mr. Hall requested a Point of Order determination be made by the Chairman, who subsequently discontinued the discussion based on divergence from the Agenda.

Mr. Mitchell then asked for Program Presentations. Ms. Shotland explained that the ADA Paratransit & Dial-A-Ride Monthly Ridership and Statistical Review Reports were located in the folders distributed prior to the meeting. Ms. Shotland asked the Board to take a moment to look over the reports and ask questions if they had any. Ms. Shotland then asked Mr. Gonzalez to discuss the change in policy for the Door-to-Door service currently being performed by our contractor. Mr. Gonzalez said that there were modifications made to the current policy based on complaints from clients who were requesting only curb-to-curb service. Mr. Gonzalez stated that we provide a service which goes beyond that of the ADA Paratransit regulations and we cannot require passengers to accept that extended service if they do not want it.

Ms. Shotland then requested that Ms. Sheehan talk about the various projects the District is working on. Ms. Sheehan stated that an award had been given to Harrington Engineering for the replacement of Boiler #2. Ms. Sheehan stated that substantial completion is expected by September 30, 2009. The District has also extended the contract with Gregg, Weis and Gardner for architectural and engineering services associated with the various projects including; a survey of the building elevations as well as the preparation of construction documents for the replacement of the pavement in the bus berthing area. The District also awarded a contract to Crosskey Architects for the preparation of the documents necessary to obtain State Historic & Preservation Office approval for the replacement of the exterior windows to Union Station.

Ms. Sheehan also indicated that the District had purchased trash receptacles for the outside area of the transportation center as well as placing an order for recycling containers for the interior area of the transportation center. Mr. Gonzalez added that the recycling program at Union Station is going very well and that a memo had been sent to all the tenants to add other products to the list of recycling such as plastic and batteries. The memo was well received by all.

Ms. Shotland requested that Ms. Sheehan speak about the grant programs and other projects. Ms. Sheehan stated that the District is working on completing the applications for the Section 5307 Capital program which provides the funding for the projects mentioned earlier as well as the last year of funding for the earmark associated with the

downtown circulator bus. Ms, Sheehan stated that the District has a grant application on behalf of the Town of Mansfield for architectural and engineering services associated with their intermodal center. The District submitted the final version of the Categorical Exclusion (CE) document, which is part of the NEPA process for the Enfield Intermodal Center. Once the CE is approved the District can obligate the balance of the funds needed for final design and construction activities.

Ms. Shotland stated that effective July 1, 2009 the "no smoking" policy at Union Station will be extended to the external perimeter surrounding the entire property. She also noted that the curved wall on the corner of Asylum and Spruce Streets is a work-in-progress. It has already been prepared with stonework and is awaiting welcoming lettering and lights for those entering the city from that area. She also told the Directors that there will be a rail tour leaving Union Station on July 9, 2009 at 4:30 pm on the Griffin Line led by Representative McCloskey. Stephen Mitchell then stated that on that same day there will be a tour of Union Station by members of the National Model Railroad Association. As they will be in town for their national convention this year.

Ms. Sheehan gave an update to the Board on the Transportation Committee meeting held on Monday, June 22, 2009. She indicated that in the informational packet there was a sheet that included the TIP amendments for fiscal year 2009. Ms. Sheehan stated that the District was awarded $4.320 million dollars for the purchase of paratransit vehicles. She also indicated that $.,925 million dollars had been awarded for repairs and improvements to Union Station and $1 million dollars had been allocated for funding the purchase of additional paratransit ITS systems and support equipment. Ms. Sheehan indicated that the additional monies were applied to the District's project list as capital formula funding became available due to stimulus funding.

Ms. Gamble moved to continue the Meeting in Executive Session to discuss the performance review and compensation of the Executive Director. Upon seconding by Mr. Flynn, the motion passed by a vote of 36.08 yea, 0.00 nay and 0.00 abstentions. The Meeting continued in Executive Session at 8:02 p.m. No votes were taken in that Session except that Mr. Barone-Cichocki moved to continue the Meeting in Regular Session. Upon seconding by Mr. Flynn, the motion passed by a vote of 36.08 yea, 0.00 nay and 0.00 abstention. The Meeting continued in Regular Session at 8:56 p.m. Mr. Flynn moved to accept the Report of the Personnel Committee. Upon seconding by Mr. Barone-Cichocki, the motion passed by a vote of 23.42 yea, 12.66 nay and 0.00 abstention.

Mr. Mitchell asked the Board if there was any other business that Board members would like to discuss.

Mr. Hall inquired as to the status of bird deterrence options. Mr. Gonzalez responded that the District is working on a thorough pest control plan, including this issue. Mr. Mitchell then read aloud his written correspondence to Mr. Bradshaw Smith regarding regulatory oversight of the banners displayed at Union Station. District staff had been advised by the Connecticut Commission on Culture and Tourism that the State Historic Preservation Office does not have regulatory control over any signage located at the property. At the Commission's recommendation, staff has made a number of attempts to contact the Hartford Preservation Commission for guidance on the matter. Mr. St. John stated that the comments made by a member of the public during the previous meeting, indicating that the individual found the banners to be "disgusting", were themselves disgusting. Mr. Mitchell thanked Mr. St. John for his input and noted that individual opinions on this type of subject are a matter of personal preference. Mr. Etre commented that the National Historic Trust has become involved in similar situations and there may be some issue with not allowing the display of banners on historic structures. Mr. Lord mentioned that a number of other historic landmarks in the City often have banners displayed, such as the Wadsworth Atheneum.

Mr. Flynn motioned consideration to add an item to the agenda, which was seconded by Mr. Lord, and approved unanimously by a vote of 36.08 yea, 0.00 nay and 0.00 abstention.

Mr. Hall then requested that the Board consider a motion to commend District management for achieving a superlative rating during the recent Federal Transit Administration audit of the Connecticut Drug and Alcohol Testing Consortium. Mr. Flynn motioned for acceptance of the commendation. Upon seconding by Mr. Barone-Cichocki, the motion passed unanimously by a vote of 36.08 yea, 0.00 nay and 0.00 abstention.

There being no further business brought before the Board, Mr. Flynn moved that the Meeting be adjourned. Upon seconding by Mr. Hall the motion passed by a vote of 36.085 yea, 0.00 nay, and 0.00 abstention. The Meeting was adjourned at 9:15 p.m.

Respectfully submitted,

Vicki L. Martland (Ex. Dir.)
for JAMES R. McCAVANAGH
Secretary

Drafted: 07/02/09