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MINUTES, REGULAR MEETING
BOARD OF DIRECTORS
GREATER HARTFORD TRANSIT DISTRICT
Hartford, Connecticut
September 10, 2009

Brendan T. Flynn, Treasurer
Presiding.....

At 7:04 p.m., a quorum determined to be present; Mr. Flynn called a Regular Meeting of the Board of Directors of the Greater Hartford Transit District (the "District") to order in the District's Multipurpose Room at Union Station, One Union Place, Hartford, Connecticut. The following Directors were present: Joan Gamble, Bloomfield (arrived at 7:05pm); Marilyn Pet, East Hartford ; Russell G. St. John, Granby; Jason Barone-Cichocki, Hartford; James R. McCavanagh, Manchester; Kevin Chick, Newington; Kenneth Goldberg, Rocky Hill; Ferguson R. Jansen, Simsbury; A. David Giordano (arrived at 7:11pm) and Richard M. Messenger, West Hartford; and Brendan T. Flynn, Wethersfield. District staff present were; Vicki L. Shotland, Executive Director, DJ Gonzalez, Operations Administrator; Sandra Sheehan, Director of Grants and Contract Administration, and Patricia Williams, Director of Paratransit. Also present was Bradshaw Smith, a resident of the Town of Windsor.

The Treasurer next asked if there were any members of the public who wished to be heard. There were none.

Mr. Flynn then asked for consideration of the Minutes of the Annual Meeting of June 25, 2009. Mr. Jansen moved adoption of those Minutes. Upon seconding by Mr. Barone-Cichocki, the motion passed by a vote of 19.62 yea, 0.00 nay and 0.00 abstention.

Mr. Flynn then asked for presentation of the monthly financial report. Ms. Shotland provided an update on the status of the Municipal Dial-A-Ride Operating Grants for Fiscal Year 2010. The Connecticut Association for Community Transportation had advised that the funds are included in FY2010 State Budget. GHTD is awaiting confirmation from the Connecticut Department of Transportation and when confirmed, grant contracts will be sent to municipalities. The Dial-A-Ride contract between GHTD and the City of Hartford expires on December 31, 2009. The City will be going out to bid for the service and GHTD plans to respond to the RFP with a proposal.

With regard to the General Fund, Interest Income is below budgetary projections year to date due to market conditions. Member Town Dues invoices were sent in July 2009 at an assessment of \$.13 per capita. GHTD staff will be analyzing the payments received over the next few weeks and following up with individual towns that have made a partial payment or not paid at all. Negotiations are presently ongoing with DATTCO to purchase eight commuter coaches for an anticipated net income of \$211,000. FTA has agreed that GHTD may retain these funds to offset gross expenditures in a Union Station capital grant.

The Spruce Street Parking Lot fund is at break even as of August 31, 2009. For comparison purposes,

net revenue over expense for the same period last year was \$1,100. USTC Public Rental Income is under budget due to relinquishment of a bus bay by Connecticut Limousine which will be occupied by Peter Pan commencing October 1st. Real Estate Taxes will be \$8,000 higher in FY2010 than FY2009. If the Fair Market Value assessment had not been corrected, taxes would be \$176,000 higher.

Mr. Flynn then asked if there were any questions related to the financial report as presented. As there were none, Mr. St. John moved acceptance of the report, which was seconded by Mr. Messenger and voted unanimously by a vote of 22.73 yea, 0.00 nay and 0.00 abstention.

Mr. Flynn then asked for Program Presentations. Ms. Williams discussed updated ADA/DAR statistics inclusive of August 2009. Ms. Williams brought to the Board's attention that there was a software upgrade resulting in lack of data for total applications received during the month. Mr. Jansen made comment that he noticed an increase in trips, but noted the decrease in hours of service. It was acknowledged by staff that this was a positive indicator regarding operational performance.

Ms. Shotland explained to the Directors that the agency has worked diligently over the past two months in preparation to submit applications for funding assistance under the Recovery Act for discretionary funds, available for Transportation Improvements Generating Economic Recovery (TIGER). She asked Ms. Sheehan to elaborate in more detail. Ms. Sheehan stated that the District is submitting a grant application for improvements to Union Station in anticipation of the proposed New Britain/Hartford Busway and the New Haven/Hartford/Springfield commuter rail projects. The proposed improvements, including pedestrian friendly drop off and taxi waiting areas, better use of the Great Hall, improved amenities for passengers and better connection between all modes of transportation will result in a seamless intermodal facility that can meet the needs of the region's current and future travelers. These improvements will facilitate economic development in the area surrounding the station, will benefit the City of Hartford, and will reduce fuel emissions as transportation options become more convenient.

The second application is for the acquisition and development of a sustainable energy transportation center at the old Tony March Buick dealership located across the street from CTTRANSIT's Hartford Division on Leibert Road. The facility will include a new ADA paratransit operation, maintenance and storage facility, a fuel cell stationary power plant and a hydrogen fuel cell fueling station. The fuel cell power plant will produce electricity, thermal heat and hydrogen. The electricity will be used to meet the electrical and heating needs of the ADA facility and produce enough hydrogen to meet the expected demand of CTRANSIT's fleet of hydrogen fuel cell buses. This project will be the first such transit facility in the country creating energy efficiencies, environmental benefits and economic opportunities for the region and the state.

Ms. Shotland then noted that the District has over \$16 million dollars in grant balances that are being recognized for various projects that the agency is currently involved with. She asked Ms. Sheehan to define some of those in more detail for the Board. Ms. Sheehan explained that the district is in the process of replacing the second boiler. She explained that during the summer months Harrington Engineering conducted the demolition work necessary for the replacement of boiler #2 and submitted the required documents for approvals. On Friday, September 4th the boiler was finally delivered and work has commenced for its installation. It is expected that substantial completion will take place by the end of the month. She next stated that the District had selected JSL Asphalt to reclaim and resurface the parking lot on Spruce Street. This work has required a strong and thorough coordination effort to ensure parking for tenants and monthly parkers during the construction period. The work is being phased with the south portion of the lot being completed by September 11th and the north portion of the lot will be completed by September 19th. The District expects to be able to increase the number of spaces available for patrons once the lines are repainted. She next discussed that the District has been

working with GWG to complete the specifications necessary for the replacement of the concrete bus berthing area. There are significant operational concerns that need to be taken into consideration while construction takes place; such as ensuring operations for intercity buses, taxi access and traffic flow on Spruce Street. Ms. Sheehan then spoke about the forthcoming transportation center improvements. Once again the District has been working with GWG to improve the appearance of the transportation center as the area is dated. Upgrades and improvements will include; floor improvements, ceiling options, Amtrak counter area, security booth, an arcade corridor, and public bathroom upgrades. She also stated that Crosskey Architects has conducted a survey of the existing conditions of all of the exterior windows within the building and confirmed the elevation schematic of the building. This is part of the process of submitting a recommendation for window replacement to address repairs needed and energy efficiency. The next step includes the preparation of documentation to obtain the State Historic Preservation Office (SHPO) approval. There will also be future improvements made to the roof and ceiling system. GWG presented roof membrane options to the District staff as well as ceiling products and materials that could be used to address the fact that there is no roof system over the outside waiting area. Mr. Gonzalez interjected that the roof and ceiling system will be made out of recyclable materials.

The Enfield Intermodal site was discussed next. District staff mentioned that the FTA provided approval for the Categorical Exclusion documentation for the project. This approval allows the District to obligate the balance for the earmarked funds to the project. These monies will be used for final design, property acquisition and construction of the small transit hub. The District has executed the grant and will be working with the Town in the preparation of the solicitation documents for final design services.

The other grant application for the earmarked funds for design services for an intermodal transportation center in the Storrs area of Mansfield was submitted and executed. The District and the town are awaiting concurrence from the FTA so that a Categorical Exclusion can be prepared as part of the NEPA process.

Ms. Shotland asked Mr. Gonzalez to update the Board on the future ADA Paratransit vehicle procurement. Mr. Gonzalez stated that there may be funds available to procure up to sixty-two (62) replacement vehicles. He is meeting with various parties now to determine the specifications and needs of the District prior to making a final determination on several pending issues.

Mr. Messenger asked about the status of the upcoming AVL procurement and wanted to know if GPS was a part of the system. Mr. Gonzalez noted that GPS is a significant part of the AVL procurement and will be advantageous to the drivers. Ms. Sheehan stated that District and its legal counsel have been working to finalize the contract documents for the implementation of the AVL/MDT project. It is anticipated that a contract with StrataGen will be signed within a couple of weeks and that Trapeze will sign a contract immediately thereafter.

Ms. Shotland followed and provided a short update on leasehold activity. She stated that Peter Pan Bus Lines will be renting the one open bus bay that CT Limo had relinquished. She also stated that the District is close to an agreement with ProPark for open space off the second floor platform that is currently available.

Ms. Shotland stated that there was no CRCOG Transportation Committee meeting held in August.

Mr. Flynn asked if there was any other business to be brought before the Board. Mr. St. John stated that he was quite concerned about Amtrak's lack of concern for projects in and around Union Station that may affect the District as we move forward in our attempts to make improvements to the facility.

Ms. Shotland said that the District is working closely with our engineering consultant to consider all aspects of any projects that may be affected by future work on the platform and on the tracks. Mr. Barone-Cichocki inquired about any anticipated ADA improvements to the Union Station platform. Ms. Shotland stated that only Amtrak could make those improvements. She noted that she was aware of one capital project that entailed placement of a tactile warning system proposed for next year. Ms. Pet asked if the District has done anything with the newspaper boxes. Mr. Gonzalez stated that all have been removed from the sidewalks. Ms. Shotland stated that the District allowed a Hartford Courant distributor to place a decorative newspaper box in the vestibule as you enter the transportation center from Spruce Street.

There being no further business brought before the Board, Mr. McCavanagh moved that the Meeting be adjourned. Upon seconding by Mr. Messenger, the motion passed by a vote of 22.73 yea, 0.00 nay and 0.00 abstention. The Meeting was adjourned at 7:50 p.m.

Respectfully submitted,

for *Vicki D. Shotland* (Executive Director)
James R. McCavanagh
Secretary

Drafted on: 09/11/09