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Greater Hartford Transit District

REGULAR MEETING
BOARD OF DIRECTORS
GREATER HARTFORD TRANSIT DISTRICT
Hartford Connecticut
May 14, 2009

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

At 7:01 p.m., a quorum determined to be present; Mr. Mitchell called the Regular 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; Marilyn Pet and Peter Bonzani, East Hartford; Gilbert Hayes, East Windsor; Stephen F. Mitchell, Enfield; Jason Barone-Cichocki, Frank Lord, and Jesse Smith, Hartford; James R. McCavanagh and Paul McNamara (who arrived at 7:16 pm), Manchester; Kevin Chick and William G. Hall, Newington; Richard F. Messenger, West Hartford; Brendan T. Flynn and Martin Walsh, Wethersfield; and Mark Etre and Mary Oliver (who arrived at 7:13 pm) 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. Smith stated that he was still awaiting an answer regarding the banners and signage that were installed on the front of Union Station. He believes that it is a violation of the law and it is his opinion that they are "disgusting". Mr. Mitchell said that he is interested in resolving the issue and pointed out that Mr. Smith's written correspondence, although dated June 16, 2008 was only received by the chairman at the March 5, 2009 meeting. Mr. Mitchell and Ms. Shotland are investigating the appropriate action and an answer will be forthcoming. Mr. Barone-Cichocki said that he wasn't sure what the issue was and requested further explanation as he was concerned about the potential offensiveness of what was being discussed.

Mr. Mitchell than established that the Annual Meeting for this year has been changed to June 25, 2009.

Mr. Mitchell then asked for consideration of the Minutes of the Regular Meeting of March 5, 2009. Ms. Gamble moved adoption of those Minutes. Upon seconding by Mr. Messenger, the motion passed by a vote of 30.13 yea, 0.00 nay and 2.53 abstention (Mr. Bonzani.)

The Chairman then stated that the monthly financial report was included in the informational packets; however, as details of the agency's year to date finances would be addressed in the Public Hearing, there would be no formal presentation of the report. Upon motion by Mr. Flynn and second by Mr. Messenger, the monthly financial report was accepted unanimously by a vote of 32.66 yea, 0.00 nay and 0.00 abstention.

Mr. Mitchell then recessed the Regular Meeting and called to order the Public Hearing on Revisions to the Fiscal Year 2009 Budget and the Proposed Fiscal Year 2010 Budget at 7:09 p.m. Ms. Dunham reviewed various line items within the FY2009 budget that should be adjusted based on current fiscal year activity. These include Cash Fares, State Grant Revenue, Administration Expenses, Investment Income, Incidental Charter/Vehicle Sales, Transit Advertising, Spruce Street Parking Lot Grant Revenue and Capital Improvement Expense, Union Station Private Grant Revenue and Real Estate Tax Expense.

She then provided an overview of the recommended funding levels for FY2010 including total Federal and State grant revenues in the Special Revenue fund. She noted that assumptions had been made during the budget preparation process that the Municipal Dial-A-Ride operating grants would remain in place. At this point, staff is unsure about the status of the grant funds and will keep the Board apprised of the actions of the state legislature. Interest income is expected to be less than the current fiscal year based on economic conditions. Member Town Contributions are calculated at the full $.13 per capita and Disposed Vehicle Revenue is anticipated at $50,000. Transit Advertising Income is based on the existing profit share arrangement with the vendor.

Anticipated revenues in the Spruce Street Parking Lot total $280,000. It was noted that there have been positive signs related to the implementation of credit card transactions and the re-instatement of the ½ hour parking rate to $1.75. The balance of the Revenue Bond at April 30, 2009 was $175,569. The Bond matures in April 2014 and originated in 1984 with an original balance of $500,000.

A synopsis of revenue sources for Union Station was provided and expense line items are expected to remain consistent with FY2009 activity. Real Estate Taxes are based on the current agreement with the City of Hartford and staff will be monitoring the

actions of the City Council and Mayor's office with regard to the commercial mill rate which may affect this line item. Ms. Dunham indicated that five expense types: Security, Janitorial, Electric, Natural Gas and Real Estate Taxes reflect 84% of overall expenses in this cost center.

Highlights of the FY2010 Budget include net revenue in the Special Revenue Fund and General Fund of $12,744 and $171,192 respectively. Union Station Rental Revenue exceeds $800,000 annually which is a significant milestone. The projected net operating deficit for Union Station is $212,000. This figure has been progressively declining due to additional rental revenue and cost containment efforts, and has decreased more than 50% in the past four years. Overall agency revenue over expense is anticipated at $184,108.

The Chairman then asked if there was any comment or inquiry from members of the public regarding the FY2009 and FY2010 budgets. As there were none, he then asked if any member of the board wished to speak to the matter. Mr. Hall inquired as the intent of the agency regarding the projected net revenue, and Ms. Shotland indicated that the funds would be treated as a contingency. There being no further discussion related to the proposed budgets, Mr. Mitchell closed the Public Hearing at 7:21 p.m. and reconvened the Regular Meeting. Mr. Barone-Cichocki motioned adoption of the FY2009 and FY2010 budgets as presented, which was seconded by Ms. Oliver and voted unanimously by a vote of 36.88 yea, 0.00 nay and 0.00 abstention.

Mr. Mitchell next asked for consideration to renew the contract with ProPark America., Hartford, CT, for the provision of parking lot management services for the Fiscal Year ending June 30, 2010. Upon motion by Mr. Flynn and seconding by Ms. Oliver, the motion was approved unanimously 36.88 yea, 0.00 nay, and 0.00 abstentions.

The Chairman next asked for consideration to continue to retain the auditing firm, Blum, Shapiro and Company, P.C., West Hartford, Connecticut, under the terms of its proposal update for FY 2010. Ms. Oliver moved that the District re-engage the firm of Blum, Shapiro, and Company, P.C. for the Fiscal Year ending June 30, 2010. Upon seconding by Mr. Flynn, the motion was approved unanimously 36.88 yea, 0.00 nay, and 0.00 abstentions.

The Chairman next asked for consideration to continue to retain the firm of Day, Pitney, LLP, Hartford, CT, as the District's Legal Counsel, under the terms of its proposal update for FY 2010. Mr. Messenger moved to retain the firm under the terms contained in its proposed engagement letter. Upon seconding by Mr. Bonzani, the motion was approved unanimously 36.88 yea, 0.00 nay, and 0.00 abstentions.

Mr. Mitchell next asked for consideration of Resolution No. GHTD-10-FTA-1 Authorizing Filing and Acceptance of Federal Grants. Upon motion made by Mr. Barone-Cichocki and seconded by Mr. Etre, the motion passed unanimously by a vote of 36.88 yea, 0.00 nay, and 0.00 abstention.

The Chairman then asked for consideration of Resolution No.GHTD-10-STATE-1 Authorizing Filing and Acceptance of State Grants. Upon motion made by Mr. Etre and seconded by Mr. Messenger, the motion passed unanimously by a vote of 36.88 yea, 0.00 nay, and 0.00 abstention.

Mr. Mitchell next asked for consideration to renew the contract with Foley Services, Inc., Glastonbury, CT, as the District's Third Party Administrator for the Drug and Alcohol Testing Consortium for the Fiscal Year ending June 30, 2010. Upon motion by Mr. Barone-Cichocki and seconding by Ms. Gamble, the motion passed unanimously by a vote of 36.88 yea, 0.00 nay and 0.00 abstention.

Mr. Mitchell then asked for Program Presentations. Ms. Shotland asked the Directors to take a few minutes and to examine the two ADA Paratransit reports provided. Mr. Messenger said that he noticed that it appeared that the service was being more productive as the ridership numbers were increasing, and the service hours were decreasing. Ms. Shotland than asked Mr. Gonzalez to discuss the anticipated procurement of replacement vehicles for the ADA program. Mr. Gonzalez said that the District is anticipating the purchase of at least twenty new vehicles in this upcoming fiscal year, and that there is an opportunity for another forty-two if additional funding is available. Mr. Hayes asked where the money was coming from and Mr. Gonzalez reported that it was 5307 formula funding. Ms. Sheehan added that the District has signed a futures contract for a firm fixed price for ultra low sulfur diesel fuel (ULSD). She stated that we were able to obtain a good price through our participation with the CTTransit Fuel Bid. Mr. Etre said that the District staff should still be aware of the fuel being purchased and its possible affect on the warrantees provided for the engines.

Mr. Mitchell asked Ms. Shotland if she would please provide the administrative and operational report. Ms. Shotland stated that on May 8, 2009 Congressman Larson and Congressman James Oberstar/MN (Chairman of the Transportation and Infrastructure Committee) visited Union Station. A briefing and tour were held and focused on the Springfield-Hartford-New Haven Rail line and the major improvements necessary to make this successful, including the repair of the train viaduct and the construction of double tracking along the route. Mr. Lord asked if there would be more or less Amtrak

service when the commuter rail was initiated. Ms. Shotland felt that would be based separately on Amtrak's future funding. Mr. Mitchell stated that there are going to have to be many critical decisions made for the success of the rail. Mr. Barone-Cichocki asked if the platforms were going to be made level in Hartford. Ms. Shotland said that was part of the overall plan. Mr. Etre told the Directors that they could find specific information on the CTDoT website regarding the proposed commuter rail. At the end of this discussion Ms. Pet wanted to know whether CTDoT or Amtrak would own the tracks.

Ms. Shotland next noted that the District has submitted a proposal under the Surface Transportation Reauthorization Bill for $6.5 million for Union Station. She also mentioned that there was a press conference held at the station on May 11, 2009 where she was asked to speak with Mayor Perez (Hartford) and Mayor DeStefano (New Haven) regarding the importance of train travel in the region.

Ms. Shotland asked Mr. Gonzalez to speak about the VIPR exercise held at Union Station. Mr. Gonzalez stated that on Friday, April 17, 2009 the Transportation Security Administration (TSA) was at Union Station for a "Visible Intermodal Prevention and Response" exercise. These specialized teams are formed with security and law enforcement professionals specifically trained to respond to transportation security needs. The objective of the VIPR teams on a national basis is to defeat potential terrorist threats. Through a joint planning process with the TSA, local transportation and law enforcement, these VIPR teams become an extension of one's own security force. He also mentioned that it is in the District's interest to have future VIPR exercises at Union Station.

Ms. Shotland continued with operational issues and said that the District is going to get in excess of $3.5 million dollars in formula funding for the facility this upcoming fiscal year due to monies freed up by the stimulus package (ARRA). She said that the there is a tremendous opportunity to complete many significant projects if all goes according to plan.

She also commented briefly that the NorthEast Passenger Transportation Conference was a great success, and that the group is already booking Hartford in 2011. Ms. Shotland also said that within the next few weeks Union Station will become a total "no smoking" facility outdoors. The general consensus from the Board appeared to be positive with this news.

Ms. Shotland than requested that Ms. Sheehan outline some of the District's current initiatives. Ms Sheehan said that the District is focusing on being environmentally

conscious and has a new firm managing the janitorial services that started on May 1st. This firm uses cleaning products that meet the green standard requirements. The District is also instituting a recycling program for the public sections of the building to recycle bottles, cans and newspapers.

The District is currently in the process of finalizing the Invitation for Bids that will be issued for Phase II of the heating system and will be working on improvements to the AC system. The Selection Committee for the paratransit AVL/GPS is having a meeting next week with the three firms that have been short listed for this project. The additional funds allocated to the District for its capital improvement plan include the replacement of the passenger elevators, the installation of a roof/ceiling system above the bus bay area, resurfacing of the concrete bus berthing area, resurfacing of the parking lot and restorations to the exterior windows. The District will also be replacing the exterior lighting fixtures.

Mr. Hayes gave an update to the Board on the Transportation Committee meeting that was held on April 20, 2009. He said that that the District had asked CRCOG to make a written comment to the State's Long Range Transportation Plan for an upgrade of Union Station in Hartford as this facility will become an even more important terminus in the future. CRCOG is currently completing the Northwest Corridor study which will enumerate the improvements needed in the station as its role expands. The other item discussed affecting the District was the Project Proposal under the Locally Coordinated Public Transit Human Services Transportation Plan submitted by the District to purchase and operate two (2) accessible taxis in the Capitol Region. This falls under New Freedom Funding, The total cost for the taxis is $193,324.00.

Mr. Mitchell brought to the attention of the Directors that a plaque was created honoring past Board member Richard Dobmeier for his dedication to the District. Mr. Mitchell said that there will be a future date set aside where Mr. Dobmeier's family and Board members will be invited to attend a short ceremony honoring him, and to have the plaque installed in the transportation center along with past honorees. Mr. Mitchell also brought to the attention of the Board that there was a tribute article in their packages honoring Director Jesse Smith for all to read.

There being no further business brought before the Board Ms. Oliver moved that the meeting be adjourned. Upon seconding by Ms. Gamble, the motion passed by a vote of 36.88 yea, 0.00 nay, and 0.00 abstention. The Regular Meeting was adjourned at 8:08 p.m.

Respectfully submitted,

JAMES R. McCAVANAGH
Secretary

Adopted on: 06/25/ 09