



**MINUTES, REGULAR MEETING
BOARD OF DIRECTORS
GREATER HARTFORD TRANSIT DISTRICT
Hartford, Connecticut
March 4, 2010**

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

At 7:01 p.m., a quorum determined to be present; Mr. Mitchell 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; Marilyn Pet and Peter Bonzani, East Hartford; Gilbert Hayes, East Windsor; Stephen F. Mitchell and Kevin G. Mooney, Enfield; Russell G. St. John, Granby; Jason Barone-Cichocki, Frank Lord, and Jesse Smith, Hartford; James R. McCavanagh, Manchester; William G. Hall and Kevin Chick, Newington; Kenneth Goldberg, Rocky Hill; Ferguson R. Jansen, Simsbury; Mary Oliver, Vernon; Richard M. Messenger, West Hartford; and Martin Walsh, Wethersfield. District staff present were ; Vicki L. Shotland, Executive Director, Sandra Sheehan, Director of Grants and Contract Administration, DJ Gonzalez, Operations Administrator, Patricia Williams, Director of Paratransit, and Abram Aviles, Transportation Coordinator. Also present was Bradshaw Smith, a resident of the Town of Windsor and Sam Gardner, Principal Partner of the firm Gregg, Weis and Gardner.

The Chairman next asked if there were any members of the public who wished to be heard. Mr. Smith requested to be heard and asked about the status of the Vernon Intermodal Transportation project. Mr. Mitchell repeated Mr. Smith's questions for the entire Board to hear. Mr. Smith wanted to know if it was true that the project had been voted down by the Vernon Town Council, and if in fact if it was defunct, if the funds were going to be transferred to Enfield. Ms. Sheehan responded that there is currently no defined project, and if there were any Vernon Town Council meetings the District was not made aware nor invited to any. Mr. Mitchell commented that the Town wants a project, but has been unable to define one that meets the federal requirements. Ms. Sheehan stated that Section 5309 funds cannot be transferred without an act of Congress. Ms. Oliver reiterated Ms. Sheehan's statement and made mention that Congressman Courtney represents both Enfield and Vernon. Mr. Mitchell stated that there could be a de-obligation of funds, if not used. Mr. Mitchell then asked Mr. Smith if he was satisfied with the responses. Mr. Smith said that he was.

Mr. Mitchell then asked for consideration of the Minutes of the Regular Meeting of January 7, 2010. Mr. Messenger moved adoption of those Minutes. Upon seconding by Mr. Barone-Chicocki the motion passed by a vote of 36.89 yea, 0.00 nay and 2.00 abstention (Ms. Gamble).

Mr. Mitchell next introduced Sam Gardner of Gregg, Weis and Gardner to make a presentation to the Board on the impending improvements to the transportation center. Mr. Gardner provided the Directors with an overview on the upgrades, which included the transportation center, the bus berthing area, and the roof canopy. Ms. Pet asked about the integration of all the colors into the plan. Mr. Gardner stated that the desire was to unify the outside to the inside. Ms. Oliver asked about the lights on the stone wall

and stated that they were not aimed properly. Ms. Shotland said that those lights were going to be replaced in the Spring, but they are not integrated into this particular project. Mr. Jansen inquired about the costs of the project. Ms. Sheehan mentioned that there was approximately \$1.2 million allotted in the current year's budget and Section 5307 funds remaining from last year's budget would cover the costs of all of the capital projects. Mr. Hayes asked if prevailing wages were being used, and what was to happen if a job could not be completed? Mr. Gonzalez said that prevailing wages were being used, and Mr. Gardner stated that each project was and/or was going to be bid out separately. Mr. Lord asked about the paving piece (walkway) from Spruce Street into the transportation center and if it was going to be replaced in a similar manner. Mr. Gardner stated that pavers would be maintained. Mr. Lord also wanted to know if both the satellite center (information center) and the transit maps would remain. Ms. Shotland acknowledged that they would, but possibly in a different location within the upgraded transportation center. Several Directors suggested that getting pictures from their respective towns for the interior graphics would be very nice. Mr. St. John commented that the conditions on the Amtrak platform and track area are deplorable, and requested clarification on the location that was to be covered by the canopy. Both Mr. Gardner and Mr. Mitchell highlighted the area for him on the exhibit. Mr. Chick asked if the fence was going to be replaced. Mr. Gardner stated that it belonged to Amtrak and they would have to be responsible for that expense.

At the Chairman's request, Ms. Shotland presented the monthly financial report. There has been a significant increase in Passenger Fares resulting in \$16,614 received over budget and is reflective of the ongoing service demand increase. A synopsis of major grant activity projects was then provided including Union Station projects, AVL/GPS Equipment, Vehicle Procurement, Intermodal Centers and Municipal Bus Shelters.

Payment for municipal Dial-A-Ride grant funding for Enfield and Hartford had been withheld pending contract receipt; however both documents have since been executed and payment is expected shortly. The General Fund has experienced year to date Revenue over Expense of \$76,164, which is primarily comprised of the Member Town Dues. Although there has been no disposed vehicle activity in the General Fund this fiscal year, upcoming vehicle sales are expected to yield approximately \$67,000 prior to year end.

An analysis of parking revenue reflects upward trends albeit a large monthly parking contract has terminated and fees are being assessed for credit card use. Increasing the first half hour rate has resulted in a considerable amount of additional revenue and credit card activity continues to grow. Disposed Vehicle Revenue of \$396,961 (related to sale of the MCI buses) is restricted to offset Union Station grant related expenditures. A compilation of the operating cost deficit through 12/31/09 indicates that anticipated funding will be less than the previous year. This trend has continued over the past five years due to increased revenue and decreased expenses.

The Chairman then asked if there were any questions related to the financial report. Mr. Hall commented that he wanted to acknowledge the good work of District staff for increasing revenue and decreasing expenses. Mr. Hayes then motioned acceptance of the report as presented, which was seconded by Ms. Oliver and accepted unanimously by a vote of 38.89 yea, 0.00 nay and 0.00 abstention.

The Chairman next asked for a Leasing Update. Ms. Shotland stated that Hot Tomato's signed their renewal on the licensing agreement for the Great Hall with "no exclusive" catering rights. They also relinquished their lease to the first floor glassed-in area at the south end of the Great Hall. District staff will seek a new tenant for that area. Ms. Shotland also mentioned that the company Grilled Cheese to Go is still considering the District's offer for space, but will probably forgo this option at the present time.

She stated that there is interest from a potential tenant to rent a small office on the transportation center side of the building. There is also a hot dog vendor who is permitted by the City of Hartford and he is going to rent sidewalk space from the District on Spruce Street. Mr. Gonzalez also reminded Ms. Shotland to mention that Propark America is putting in a small fitness center for their employees in the old second floor stationmaster area.

Mr. Mitchell then asked for Program Presentations. Ms. Williams presented the Board with the monthly ADAVDAR reports. Both Mr. Mitchell and Mr. Gonzalez commented on the category of cancellations. Mr. Lord then asked if snowstorms had an affect on cancellations and did we run our service as long as CTTTRANSIT ran theirs? Ms. Williams replied that the service was in operation throughout the storms, as was CTTtransit. Ms Shotland wanted to discuss one other ADA related item before moving on with the presentation. She explained to the Directors that the current RFP for ADA Paratransit services did not require the prospective contractors to find a paratransit location; that the District is looking for a viable operating location for the service, and at the same time trying to protect the state from taking on additional and unnecessary costs.

Ms. Sheehan then proceeded to provide an update on the AVL system for the ADA Paratransit vehicles. She stated that based on the success of the pilot vehicles, the District staff working in conjunction with First Transit and the vendors has been preparing for the full system roll out. These activities included training of all staff, installation of MDCs on all vehicles except those scheduled for replacement, and archiving records. The "Go Live" date is scheduled for March 8th. The system will be tested for thirty days prior to complete acceptance by the District. Ms. Sheehan went on to also discuss the ADA Paratransit Management Services RFP. The District received three responses to its Request for Proposal and the selection committee has received the proposals and evaluation documents for review.

She also stated that the Town of Enfield has issued a Request for Qualifications for the selection of a firm to provide real estate consulting services for the preparation of a Real Estate Acquisition Plan as required by FTA for the acquisition of parcels associated with Phase I of the Intermodal Transportation Center project. In respect to Mansfield she said that the District and the Town of Mansfield are waiting for comments from the FTA regarding the draft Categorical Exclusion document submitted to FTA for initial review. In addition, the District on behalf of the Town submitted a grant application for the construction of the intermodal transportation center under the livability initiative grant program.

Ms. Shotland provided the Board with an update from a Legislative Breakfast that the staff recently attended. She said that Commissioner Joseph Marie provided general information on state transportation programs which included an update on the high speed rail initiative, the Busway, and the future of reauthorization. Mr. Mitchell then called for a presentation from the Transportation Committee representative. Mr. Hayes attended the CRCOG Transportation Committee meeting on February 23rd. He noted that the Board folders contain the Capitol Region Update and that his report centered around items on page 2 of that document. He reported that the FTA has recommended the New Britain-Hartford Busway for funding and a full funding grant agreement will likely be executed this spring. Construction is scheduled to begin later this year. CRCOG will coordinate with CTDoT to schedule a presentation on the Busway project for an upcoming Transportation Committee meeting.

He also mentioned that the State has secured \$40 million for the New Haven-Hartford-Springfield Commuter Line which will allow for the double tracking of approximately 10-miles. However this does not include work in Hartford at this time.

Chairman Mitchell then asked for Other Business Properly Brought before the Board. The Chairman himself asked for a motion to correct the Minutes of the December 10, 2009 Regular Meeting and delete the words Annual Meeting from the top of the Minutes. Upon motion made by Mr. Messenger and seconding by Mr. Mooney, the item passed unanimously by a vote of 38.89 yea, 0.00 nay and 0.00 abstention.

Mr. Mitchell then asked if there were any Other Business Properly Brought before the Board. Ms. Gamble spoke about the Bloomfield School District's Identity Project and the outstanding work of Dr. Joseph Olzacki. She stated that this year's program is called Destiny. She said that the students will be performing at the Bushnell Center on April 8th. She also noted that their artwork will be on display at Union Station the weeks of April 12th and April 15th. All are invited to attend the events. Ms. Oliver then asked about the status of the Accessible Taxi program funded through New Freedom monies. She wanted to know who was eligible for the transportation. Ms. Sheehan noted that an individual must be ADA certified to get the reduced voucher rates. Ms. Shotland said that many details of this pilot program are being worked out and that further information will be forthcoming. The District is working in conjunction with CTDoT and the Greater New Haven Transit District to move the project forward.

There being no further business brought before the Board, Mr. Messenger moved that the Meeting be adjourned. Upon seconding by Ms. Oliver, the meeting was adjourned by a vote of 38.89 yea, 0.00 nay and 0.00 abstention. The Meeting ended at 8:52 p.m.

Respectfully submitted,

Uichi L. Shotland (Executive Director)
for James R. McCavanagh
Secretary

Drafted on: 3/9/10