

**GREATER NEW HAVEN TRANSIT DISTRICT
BOARD OF DIRECTORS – REGULAR MEETING
April 13, 2016**

**HELD AT SOUTH CENTRAL REGIONAL COUNCIL OF GOVERNMENTS,
127 WASHINGTON AVENUE, NORTH HAVEN, CONNECTICUT**

Attendance:

Directors: Hamden- *Chris Marchand and Dan Kops*; New Haven- *Doug Hausladen*; North Branford-*Mary Bigelow*; North Haven – *Michael Freda*; West Haven- *Sharon Mancini*; Woodbridge- *Chris Lovejoy (proxy)*

Guest: James Rode (South Central Regional Council of Governments)

GNHTD Administrative Staff: Kim Dunham, Lori Richards, Mario Marrero, Ken Szombathy, Andre Welsh, Silvana Vardhami and Linda DeLallo

Call to Order: A quorum was determined to be present. Chairperson Bigelow called the meeting to order at 10:15 a.m.

Public Comment: There were no members of the public in attendance.

Approval of Minutes: Meeting Minutes from the January 13, 2016 Regular Meeting were presented. *Motion to approve the January 13, 2016 Meeting Minutes was moved by Doug Hausladen, which was seconded by Dan Kops and approved by a vote of 4 yea, 0 nay and 3 abstentions (Mr. Freda, Mr. Marchand and Ms. Lovejoy).*

Board Member Update: Ms. Bigelow welcomed Michael Freda, the newly appointed board member from the Town of North Haven who was present at the meeting. She also noted that two other individuals had been recently appointed to the Board, Wendy Bellmore from East Haven and Charlie Smyth from Orange.

Presentations:

Title VI Program Update: Ms. Dunham provided an overview of the Title VI Program Update that is required by the Federal Transit Administration. The primary purpose of the program is to ensure that there is no discrimination that would preclude an individual with Limited English Proficiency from accessing public transportation financed with federal funds. She explained major components of the program including Public Participation Process, Equitable Distribution of Services, System Wide Service Policies and Standards, Analysis of LEP households in New Haven County, translation resources that are available, Complaint Process and Environmental Justice Analysis of the preferred site for the new Maintenance and Operations Facility.

Fiscal Year 2016-2017 Budget Presentation: Ms. Dunham presented the Fiscal Year 2017 proposed budget, including an analysis of current year variances from Fiscal Year 2016 budget projections. The budget was prepared through a collaborative effort amongst senior staff, including analysis of monetary trends over the past three years, operational changes and contractual obligations. She then reviewed a list of revenue and expense line items with expected variances from prior year. Due to expected increase in service demand and the recent fleet expansion approval received from CTDOT, many expense lines items are expected to increase including wages and associated fringe benefits. Cost efficiencies have also been sought including locking into a one-year contract for gasoline during favorable market conditions. Overall, Fiscal Year 2017 budget projections net an increase of 10.10% over prior year.

Resolutions:

- 1516.108 – Resolution Authorizing the filing of the District’s Title VI Program Update with the Federal Transit Administration. *Motion made by Dan Kops to accept the Resolution, which was seconded by Doug Hausladen and approved unanimously by a vote of 7 yea, 0 nay and 0 abstention.*
- 1516.109 – Resolution Authorizing the Board of Directors to approve the FY ’16-’17 Annual Agency Budget. *Doug Hausladen moved approval of the Fiscal Year 2016-2017 Budget. Upon seconding by Dan Kops, the motion was approved unanimously by a vote of 7 yea, 0 nay and 0 abstention.*
- 1516.110 – Resolution Authorizing the Executive Director to Submit Grant Applications and to Execute Grant Agreements with the U.S. Department of Transportation and the Connecticut Department of Transportation. *Motion made by Sharon Mancini to accept the Resolution, which was seconded by Doug Hausladen and approved unanimously by a vote of 7 yea, 0 nay and 0 abstention.*

Appointment of Interim Treasurer and Discussion of Election of Officers: Ms. Bigelow relayed that Mr. Hausladen has agreed to accept appointment as Interim Treasurer, as Don Dimenstein had recently resigned from the board. She also mentioned that Mike Freda, representing the Town of North Haven, was asked to fill the vacant position on the Executive Committee until the next Board election. Mr. Freda commented that he was delighted to be appointed to the Board and strongly supports the efforts of the District. *Upon motion by Mr. Freda that Mr. Hausladen be appointed to the position of Interim Treasurer, which was seconded by Mr. Marchand, the motion was approved unanimously by a vote of 7 yea, 0 nay and 0 abstention.*

Status of the GNHTD Foundation: Discussion ensued regarding the history of the GNHTD Foundation and a recent request by a donor to be provided with an update on that entity. A request was made that Ms. Dunham provide the board members with several historical documents related to the Foundation and further discussion will take place at the next meeting.

Personnel Committee and By-Laws Update: Mr. Hausladen provided an update on efforts associated with review of the District’s By-Laws, existing Committees and the potential to consolidate functions. Several peer agencies have provided their By-Laws for review and reference. Mr. Freda volunteered to work with Mr. Hausladen and Ms. Ridgway on this project.

Reports of the Officers:

Mr. Marrero provided the Operations Report to the board, circulating an updated report that contained Productivity, On-Time Performance, Trip Cost data, Ridership Information and Call Center statistics. He relayed that our service demand has increased 8% over prior year ridership, complaints have decreased, and performance indicators have improved dramatically.

Ms. Vardhami provided the Finance Report for the period ending February 29, 2016. She mentioned that revenues and expenses were 68% and 70% through the fiscal year budget, respectively. As many of the details of this year's financial status were presented during the budget discussion earlier in the meeting, she welcomed any questions.

There being no further discussion, Mr. Hausladen moved acceptance of the Operations Report and Finance Report. The motion was seconded by Mr. Kops and approved unanimously by a vote of 7 yea, 0 nay and 0 abstention.

Departmental Reports:

Administration:

Ms. DeLallo advised the board members that she has undertaken a full audit of the personnel files to be sure they are in order. Additionally, the District will be implementing the Time and Attendance component of the existing automated payroll system. This will streamline many of the administrative functions currently being handled by the Human Resource team, allow for automated approvals of Paid Time Off and empower employees to have access to their payroll/benefits information.

Capital Projects and Procurement:

Ms. Richards provided an update on capital and procurement activities including the New Haven Alternatives Analysis (consultant negotiations underway), New Haven Bus Shelters bid process, the status of the North Haven preferred site environmental analysis, H Bus Decommissioning Solicitation, and Architectural and Engineering (A&E) Services for the 840 Sherman Avenue paving project. She also reported that an internal Task Force has been developed to solicit input from many departments within the agency to design the revised vehicle specifications.

Finance:

Ms. Vardhami updated the board on the Line of Credit that the District has utilized for several years. She and her team have been working diligently to minimize the amount of funds borrowed on this Line of Credit, resulting in a zero balance numerous times over the past few months which has resulted in savings related to interest charges. She also noted that CTDOT has agreed to submit an estimated quarterly payment for the ADA program in advance, commencing July 2017. Efforts are underway to streamline the ADA billing and bank reconciliation is now being handled through the accounting software program, rather than manually.

Operations:

Mr. Marrero advised that the Operations team recently was able to tweak the parameters in the software now that the fleet expansion has begun. All five Dodge Caravans are now on the road and one of the innovative solutions to increase productivity has been to create “virtual garages” in the software that keep a vehicle within a close proximity of the garage. Drivers on these routes are able to provide more trips than during a regular shift. The staff will next explore virtual garages east of the Q Bridge. He reported that we are fully staffed in the Call Center, Dispatch and Client Care Center so overtime that had been previously incurred will cease.

Facility and Fleet:

Mr. Szombathy reported that he and his team are working on the H Bus Decommissioning, the replacement parking lot lights have now been installed, and efforts are underway to procure a portable lift that will be used to maintain the Caravans. He has been working with the Safety Department and Insurance Carrier loss control unit to review any OSHA requirements and safety related issues in the buildings. Restrooms are being renovated for the drivers and maintenance staff and annual spring maintenance is underway. He explained that the rationale behind the decision to purchase the portable lift included location options, access, safety, and portability.

Safety and Security:

Mr. Welsh provided an update on the camera system installation project. He also advised that he has been monitoring the percentage of accidents that have been Preventable versus Non-Preventable and what possible trends could be identified to minimize future accidents. The Safety Committee, which is comprised of a split of 50% drivers and 50% management staff members, will be meeting on the 17th of the month.

Ms. Bigelow advised that the Executive Committee and Operational Oversight Committee had been meeting monthly, however it has been determined that due to improved communications, there will no longer be a need for those monthly meetings.

Ms. Dunham thanked Mike Freda for facilitating a meeting with CTDOT Rights of Way, Public Transit, the property owner’s representatives and GNHTD. His efforts were instrumental in moving forward the next phase of the environmental analysis. She then asked if either representative from the Town of Hamden wished to speak regarding cessation of the Shopping Shuttle. Mr. Kops recommended that improved communications and public outreach efforts be undertaken. Ms. Dunham stated that the District has been working with Mayor Leng’s office to ensure that collaborative problem solving solutions will be undertaken. A meeting will be held at Davenport Dunbar on April 19th at 1:00 p.m.

Adjournment: *There being no further business brought before the Board, Mr. Hausladen moved adjournment at 11:49 a.m., which was seconded by Mr. Freda and approved unanimously by a vote of 7 yea, 0 nay and 0 abstention.*