

**GREATER NEW HAVEN TRANSIT DISTRICT  
BOARD OF DIRECTORS – REGULAR MEETING  
July 20, 2016**

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

**Attendance:**

**Directors:** Bethany – *Lee Grannis*; Branford – *Art Pappas (departed at 12:17 p.m.) and Dagmar Ridgway (arrived at 10:37 a.m.)*; East Haven – *Juan Montalvo*; Hamden- *Dan Kops*; New Haven- *Doug Hausladen (via telephone) and Carol Nardini*; North Branford-*Mary Bigelow*; North Haven – *Michael Freda (arrived at 10:09 a.m. and departed at 12:17 p.m.)*; Orange – *Charlie Smyth (departed at 12:13 p.m.)*; West Haven- *Paul Bauer*; Woodbridge- *Chris Lovejoy (arrived at 10:08 a.m.)*

**Guests:** Michael J. Dorney, LeClair Ryan, GNHTD Legal Counsel; James Rode, South Central Regional Council of Governments; Kevin Casini (Mayor recommended New Haven appointee pending Board of Alders approval) and Faustina Yeboah

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

**Call to Order:** A quorum was determined to be present. Chairperson Bigelow called the meeting to order at 10:00 a.m.

**Public Comment:** There were no members of the public in attendance who wished to be heard.

**Approval of Minutes:** Meeting Minutes from the April 13, 2016 Regular Meeting were presented. *Motion to approve the January 13, 2016 Meeting Minutes was moved by Dan Kops, which was seconded by Michael Freda and approved by a vote of 5 yea, 0 nay and 5 abstentions (Mr. Grannis, Mr. Montalvo, Ms. Nardini, Mr. Smyth, Mr. Bauer).*

**Board Member Update:** Ms. Bigelow welcomed several new board members including Lee Grannis from Bethany, Charlie Smyth from Orange, and Chris Lovejoy (*previously proxy*) from Woodbridge. She also noted the presence of Kevin Dacini from New Haven, who has been recommended by Mayor Harp as a representative and whose official appointment is pending Board of Alders approval. Introductions were made amongst the group.

**Resolutions:**

- 1617.101 – Resolution Authorizing the Executive Director to Execute Grant Agreements. Ms. Bigelow expressed a recommendation that any grant opportunity on behalf of a member municipality should be brought forth before the entire board for consideration and acceptance before being pursued. *Motion made by Paul Bauer to accept the Resolution,*

*which was seconded by Carol Nardini and approved unanimously by a vote of 11 yea, 0 nay and 0 abstention.*

### **Reports of the Officers:**

Mr. Marrero provided the Operations Report to the board, circulating several reports that evidenced continued progression in Key Performance Indicators, including service delivery, on-time performance, productivity, customer service, call center response time and lessened complaints. He commented on the exceptional efforts of the entire team to help attain these goals.

Ms. Vardhami provided the Preliminary Finance Report for the period ending June 30, 2016. She noted that the agency was awaiting final expenses prior to closing the fiscal year. She noted that the reported surplus is due to estimated invoices submitted to CTDOT prior to year-end. Once the fiscal year is officially closed, revenues and expenditures will net against one another.

*There being no further discussion, Mr. Kops moved acceptance of the Operations Report and Finance Report. The motion was seconded by Mr. Montalvo and approved unanimously by a vote of 12 yea, 0 nay and 0 abstention.*

### **Departmental Reports:**

#### Administration:

Ms. DeLallo provided an update on activities related to the Human Resource Department. HR and Procurement had recently moved between the two buildings, resulting in maximized efficiencies between departments, particularly as HR being accessible to employees is critical. The new ADP time clocks are installed and we will be transitioning to the new system within the next two weeks. Staff members are looking forward to the new system and the access they will have to pertinent earnings and PTO data. She reported that staff members have been working with the insurance broker on renewal quotes for medical and dental plans. She also noted that GNHTD had recently sponsored a “Shorts for Sports” day to raise funds for Special Olympics and will be assembling a team to partake in the Center for Disability Rights (CDR) Wheel-A-Thon next week in West Haven.

#### Capital Projects and Procurement:

Ms. Richards provided an update on capital and procurement activities including the New Haven Alternatives Analysis (consultant negotiations regarding price and scope of services is nearly complete), New Haven Bus Shelters program, and Architectural and Engineering (A&E) Services for the 840 Sherman Avenue paving project. She also reported that efforts continue both internally and externally to solicit input from key stakeholders about vehicle specifications for the next five year bid cycle.

#### Finance:

Ms. Vardhami provided the board an update on activities occurring in the Finance Department. The entire General Ledger will be restructured to comply with the Uniform System of Accounts, as defined by the Federal Transit Administration. This project is a major undertaking, however will simplify the agency billing process and National Transit Database reporting process. She also

relayed that the auditors had been on site for pre-audit field work and will return in late September to work with the accounting team. Another priority project is in response to the Triennial Review, in which we were asked to provide Financial Policies and Procedures that comply with regulatory requirements. Several reports that evidenced the financial benefit of the staff's efforts to improve collection efforts and expedite billing were provided to the board.

#### Operations:

Mr. Marrero reported that GNHTD had recently met with CTDOT staff and various partnering agencies, including Valley Transit District and Northeast Transportation, to strategize about "cross-service area" trips. Previously, GNHTD had been providing trips outside of its service area, including origin and destination trips that had us deadheading on the way to the pickup and on the return trip. All parties agreed to share these cross service area trips and that the provider would be based on the place of origin. GNHTD staff has taken the lead on coordination efforts between peer agencies and has shared its policy documents to benefit all riders.

He further discussed the various "zones" created in Route Match that maximize performance. For instance, a driver using a Caravan in New Haven can provide 18-20 trips during a shift and use minimal fuel. Efforts will continue to analyze these efficiency opportunities.

Mr. Marrero presented the GNHTD Riders' Guide that had previously been circulated amongst the board members. He mentioned that the entire team had worked diligently to create it, keeping in mind its content, tone and opportunity to communicate our policies. Several board members commended the staff on its hard work and noted that the guide was comprehensive and extremely informative.

*Mr. Montalvo motioned acceptance of the GNHTD Riders' Guide, which was seconded by Mr. Freda and accepted unanimously by a vote of 12 yea, 0 nay and 0 abstention.*

#### Facility and Fleet:

Mr. Szombathy noted that there are twenty four new vehicles on order and ready for production. He will personally be visiting the plant to witness the production process and evaluate the quality of manufacture compared to our vehicle specifications. He will be working closely with the new vehicle inspection firm, First Transit, which has a very positive reputation in the industry.

He discussed the internal GNHTD and external (peer agency) task forces that have been developed to create a comprehensive vehicle specification package based on input from maintenance, operations, safety, drivers, and riders. Two changes that have been immediately made are to eliminate the LED destination signs that cost nearly \$5,000 per unit (and have no apparent benefit) and to install a fifth surveillance camera that enhances visual access to what is occurring on the vehicle.

An inquiry was made about fuel efficiency and Mr. Szombathy discussed the maximum fuel efficiency of the minivans, as well as the expected change in vehicle composition as Ford moves away from the historic E350 and E450 models. There are many opportunities for the District to evaluate its fleet makeup and diversify its content. Mr. Grannis mentioned the federal

government's fuel efficiency standards that will also be integral in the fleet replacement/planning process.

Mr. Szombathy then noted that the H2 project had recently been decommissioned. The bus and all associated equipment had been sold and taken off premise last month. The new portable lift for the Caravans has been installed in the wash bay. He and his team are working closely with Mr. Welsh on the security camera project at 840 and 1014 Sherman Avenue. An Architectural and Engineering firm has been procured to conduct the site analysis, geotechnical evaluation, etc. related to the paving project for 840 Sherman Avenue. This is a mission critical project, as it was not completed last year and the lot is in desperate need of repaving.

The drivers' restrooms have now been completely updated. Next will be the restroom in the garage mechanic work area.

#### Safety and Security:

As Mr. Welsh was not in attendance, Ms. Dunham provided an update on Safety and Security activities. In collaboration with his peers, Mr. Welsh has been working diligently to promote a culture focused on safety and security. In addition to meeting with the Loss Control expert at Travelers Insurance, the senior management team has been strategizing loss mitigation efforts. A Safety Committee has been established that includes representatives from operations, safety, human resources, and drivers.

A series of training videos are currently being created and training has been provided to all staff about Evacuation Planning and Fire Safety. A test drill will be conducted soon to promote a comfort level with the action plan by practicing it.

Ms. Dunham then provided a brief overview of other District activities, including an update on increased capital funding obtained from CTDOT. More than \$12 million dollars has been allocated in the STIP for GNHTD to purchase vehicles and support equipment, undertake facility improvements, and move forward with rights-of-way acquisition and facility design. She also provided the board with a document that outlines the District's goals and priorities over the upcoming year.

There will be a meeting at CTDOT on July 27<sup>th</sup> to discuss the next steps associated with Rights-of-Way acquisition for 450-460 Sackett Point Road. It appears the Phase I and Phase II Environmental Analyses have been completed as well as the two independent Cost Appraisals required under the Uniform Act. Ms. Dunham noted that Mr. Freda has been instrumental in advancing this project and all involved parties are optimistic that we will soon move forward.

She also discussed the District's efforts to find a solution to its overflow parking needs. As the fleet expansion has been approved, there has been a challenge with finding a location to park extra vehicles. After several iterations of negotiations with a fellow tenant at 1014 Sherman Avenue and the property owner, it appears a mutually beneficial agreement is on the horizon. A special use permit will need to be acquired through the Town of Hamden to allow outdoor storage of the vehicles. Mr. Kops and his team are assisting with that effort.

Ms. Bigelow advised that the Executive Committee and Planning and Development Committees had recently met. Mr. Hausladen, Mr. Freda and Ms. Ridgway had met recently to work on the By-Laws and governance structure of the board and there has been significant progress on that project.

She then mentioned that board members have already received, or will be receiving, a Code of Ethics document. At a future date, an acknowledgement of receipt form will be collected.

Mr. Dorney updated the group on the status of the Foundation. Ms. Dunham reported that she had contacted the three major donors to advise them of the status of the Foundation and seek their intent related to their donations. It was proposed that the Foundation board vacancies be filled so that action can be taken based on the wishes of the donors.

Discussion ensued amongst the group as to the viability of keeping the Foundation active. Several individuals expressed concern about joining the Foundation board when there is no liability coverage in place for its board members. Ms. Dunham was asked to inquire of our current insurance broker as to a rider on the GNHTD Public Officials liability policy.

After extensive discussion, Mr. Montalvo motioned to dissolve the GNHTD Foundation in its entirety, which was seconded by Ms. Nardini and defeated by a vote of 4 yea, 5 nay and 0 abstention.

Mr. Dorney then proposed language for three resolutions to be considered.

*The Board of Directors approves, if so voted by the Foundation Board, that the Foundation suspend its activities, at least until the earlier of (i) the next annual meeting of the Foundation's board, or (ii) such time that the GNHTD Board requests that the Foundation undertake certain activities or resume its prior activities. Motion moved by Mr. Bauer, seconded by Mr. Kops and approved by a vote of 7 yea, 2 nay and 1 abstention.*

*Based upon the fact that an Anonymous Foundation contributed \$10,000 to the Foundation for a program that cannot be implemented under present circumstances, this Board, subject to the approval of the Foundation Board, approves the return of the \$10,000 amount to the Anonymous Foundation, as the latter has requested. Motion moved by Mr. Bauer, seconded by Mr. Kops and approved by a vote of 7 yea, 0 nay and 3 abstentions.*

*Mr. Bauer motioned that the GNHTD Board approve refunding the Brazi's Restaurant donation in the amount of \$4,000 for use in a program that cannot be implemented, if so requested, which was seconded by Mr. Kops, and approved by a vote of 7 yea, 0 nay and 2 abstentions.*

It was further noted that the Agency on Aging has notified the District that its obligations related to the \$5,000 sponsorship of artwork on a vehicle has been satisfied.

*Mr. Bauer motioned that the GNHTD Board recommend to the Foundation that the \$5,000 Agency on Aging funding be transferred to the Greater New Haven Transit District. Said motion was approved by a vote of 6 yea, 0 nay and 3 abstentions.*

**Adjournment:** *There being no further business brought before the Board, Mr. Montalvo moved adjournment at 12:19 p.m., which was seconded by Mr. Bauer and approved unanimously by a vote of 9 yea, 0 nay and 0 abstention.*