

**GREATER NEW HAVEN TRANSIT DISTRICT  
BOARD OF DIRECTORS – REGULAR MEETING  
JULY 19, 2017**

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

**Attendance:**

**Directors:** Bethany – *Lee Grannis*; Branford – *Art Pappas*; East Haven – *Wendy Bellmore and Michelle Duprey*; Hamden- *Dan Kops*; New Haven- *Doug Hausladen and Kevin Casini (via teleconference)*; North Branford-*Mary Bigelow*; North Haven – *Michael Freda*; Orange – *Charlie Smyth (arrived 10:08 a.m.)*; West Haven- *Art Kelly*; Woodbridge- *Chris Lovejoy (arrived 10:15 a.m.)*

**Guests:** James Rode, *South Central Regional Council of Governments* and Faustina Yeboah

**GNHTD Administrative Staff:** Kim Dunham, Mario Marrero, Josh Lecar, Lori Palmer, Ken Szombathy, Silvana Vardhami and Andrew Welsh.

**Call to Order:** A quorum was determined to be present. Chairperson Bigelow called the meeting to order at 10:02 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 19, 2017 Regular Meeting were presented. *Motion to approve the April 19, 2017 Meeting Minutes was moved by Mr. Freda, which was seconded by Mr. Hausladen and approved by a vote of 10 yea, 0 nay and 1 abstention (Mr. Pappas).*

**Board Member Update:** Ms. Bigelow welcomed Art Kelly, representing West Haven, who attended the meeting in person as well as Kevin Casini, representing New Haven, who attended the meeting via teleconference. General introductions were made by all attendees.

**Resolutions:**

Nic Ferland of LeClair Ryan, legal counsel to the District, presented an overview of the process to date related to acquisition of land at 333 State Street, including negotiations, the implications of the CT Transfer Act and the rationale behind recommending the board pass a resolution granting authorization to obtain the property via eminent domain should it be deemed prudent to do so. Discussion ensued amongst the board members regarding this matter.

- *1718.101 – Authorizing the Acquisition of Real Property in North Haven  
Motion made by Mr. Hausladen to accept the Resolution, which was seconded by Mr. Kops and approved unanimously by a vote of 12 yea, 0 nay and 0 abstention.*

Mr. Ferland then proposed the Draft Procurement and Contracting Code of Ethics document which is in compliance with federal and state regulatory authorities, as well as having been vetted through the Board Chair who serves on the State Ethics Commission Board. Staff members involved in procurement processes and board members will be asked to sign the document once approved.

- *1718.102 – Authorizing the Acceptance of Procurement and Contracting Code of Ethics  
Upon motion by Mr. Hausladen to accept the Resolution, Mr. Kops seconded and the motion passed unanimously by a vote of 12 yea, 0 nay and 0 abstention.*

Next, Mr. Ferland discussed an amount recorded as “Due from Foundation” on the District books in the amount of \$34,771. Mr. Hausladen noted that this matter had been brought forth to the Executive Committee and it is the recommendation of that committee to resolve this open item.

- *1718.103 – Authorizing the Write-Off of Receivable Owed by GNHTD Foundation, Inc.  
Mr. Hausladen moved the item for acceptance, which was seconded by Mr. Kops and approved unanimously by a vote of 12 yea, 0 nay and 0 abstention.*

Ms. Bigelow thanked Mr. Ferland for his presentation and assistance.

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

Mr. Marrero provided the Operations Report to the board that included service updates, performance metrics and customer service data. General discussion occurred with regard to the report, how complaints are tracked/ investigated as well as how discipline is imposed. Further discussion ensued about hiring, background checks and the team’s continuous commitment to provide the highest quality of customer service delivery to the clients.

Ms. Vardhami provided the Treasurer’s Report for the period ending June 30, 2017 which is based on preliminary figures, pending fiscal year end processing. Based on such, the annual total expenditures are expected to be under budget as a result of strategic cost containment efforts undertaken by the management team. Ms. Vardhami reviewed expenses that are under budget as well as those expected to be over budget, providing reasons why each instance is expected to occur.

*There being no further discussion, Mr. Hausladen moved acceptance of the Operations Report and Treasurer’s Report. The motion was seconded by Mr. Grannis and approved unanimously by a vote of 12 yea, 0 nay and 0 abstention.*

## **Departmental Reports:**

### Administration:

Ms. Palmer introduced herself, provided an overview of her professional experience and provided an update on staffing changes that occurred during the quarter. She also discussed upcoming strategies about onboarding new staff, improved training opportunities and the chance to “set the tone” for high service quality expectations.

Mr. Freda mentioned that he was aware of a handicap accessible vehicle with approximately 60,000 miles on it that the owner is interested in donating. Several recommendations for potential recipients were brought forth by other board members and Jim Rode from SCRCOG stated he would be interested in speaking further with Mr. Freda about this matter.

### Capital Projects and Procurement:

Mr. Lecar introduced himself and provided an update on capital and procurement projects. He noted that he has plans to revamp the quarterly board report, broaden the potential vendor base to expand business opportunities to new partners and improve general community outreach efforts.

Mr. Lecar also discussed his past experience, particularly his involvement in the “*Move New Haven*” initiative, an effort to identify ways to provide an enhanced transit system in the region. Possible outcomes of the study may include express service, transit hubs, increased frequency, streamlining of assets currently used to provide private shuttle services, and perhaps expanding and/or eliminating routes. He mentioned that he looks forward to serving in this capacity on behalf of the District.

### Finance:

Ms. Vardhami reported that the auditors are on site for preliminary field work and will return in August. She also noted that staff is monitoring FY2018 State funding, pending the approval of the state budget.

### Operations:

Mr. Marrero discussed several activities undertaken by the team including deployment of a phone app for the drivers to use to view their schedules, completion of the employee kiosk project, professional development and networking events, union negotiations, and two employees who received CACT Excellence in Public Transportation awards (Fernando Mathews and Jim Shand). He also discussed state and national ROADEO results; of note a driver (Yvonne DeMatteo) who represented GNHTD at nationals.

### Facility and Fleet:

Mr. Szombathy provided updates on facility related projects, including build-out of the 1014 garage to be utilized for training and meetings as well as other minor projects undertaken. He also gave an update on the status of the fleet, including the purchase of four new Ford Explorers to be used as support vehicles for road supervisors and thirteen new revenue vehicles have been ordered. He and his team recently deployed a new fleet management software system that will streamline much of the record keeping, inventory maintenance and reporting processes in that department.

He also noted that the team recently visited the Metro North rail maintenance facility to gain insights to some of the building advancements that exist, which will broaden our expectations for build out in our new facility.

Ms. Bellmore made inquiry about the vehicle weight limit, driver assistance, liability exposure and worker's compensation implications. Mr. Szombathy, Mr. Marrero and Mr. Welsh responded to these inquiries from the agency's perspective and other board members contributed to the discussion as well.

Safety and Security:

Mr. Welsh advised the board that the Key Control Log has been updated and the quarterly access control audit has been completed. The District has just received approval from the State of Connecticut Worker's Compensation Commission to participate in Travelers Managed Care Program.

Fire Drills have recently been completed and Safety Preparedness Training continues. There is a renewed effort to promote an agency-wide culture focused on Safety and Security. The Safety Committee, comprised of drivers, mechanics and management team members meets quarterly to engage in planning initiatives that will enhance efforts to promote a safe and secure work environment.

Ms. Dunham then provided a brief overview of other District activities, including the recent ADA Riders' Forum during which The Kennedy Center provided an overview of "*PT101 – Travel Training*" on an articulated fixed route bus on our property. There was high attendance at this meeting and positive feedback about the event. She mentioned that this partnering model will be used in the future to increase public outreach activity within the community on behalf of GNHTD.

FTA has just issued notice of \$226.5 million in NOLO funding and it is being considered to submit an application on behalf of the City of New Haven. Ms. Dunham noted that this opportunity would be ideal for the District to seek for funding indoor vehicle storage at the new facility, had a value engineering cost-benefit analysis been conducted. Although that is not an option in this funding cycle, the staff will continue to seek funding streams for this purpose.

The annual IRS filing will be completed for the Foundation by the July 31<sup>st</sup> deadline and a meeting should be scheduled for the Foundation board to meet in the near future. State Matching Grant applications have been received from all member municipalities (except for one), proceeds of which are used to fund the Regional Rides Program.

Ms. Bigelow reported that the Executive Committee had recently met and accepted the revised Performance Review of the Executive Director and had been provided an update on activities occurring at the District.

**Adjournment:** *There being no further business brought before the Board, Mr. Kops moved adjournment at 11:48 a.m., which was seconded by Mr. Freda and approved unanimously by a vote of 11 yea, 0 nay and 0 abstention.*