

**GREATER NEW HAVEN TRANSIT DISTRICT
BOARD OF DIRECTORS – REGULAR MEETING
WEDNESDAY, APRIL 17, 2019**

**HELD AT GREATER NEW HAVEN TRANSIT DISTRICT 1014 SHERMAN AVENUE
HAMDEN, CONNECTICUT**

Attendance:

Directors: Bethany – *Lee Grannis*; East Haven - *Wendy Bellmore*; Hamden- *Dan Kops*; New Haven- *Doug Hausladen (via teleconference until 10:55 a.m.)*; North Branford - *Mary Bigelow*; North Haven – *Michael Freda (via teleconference)*; and Woodbridge- *Chris Lovejoy (via teleconference)*

GNHTD Administrative Staff: Kim Dunham, Mario Marrero, Glen McGough and Andre Welsh

Call to Order: A quorum was determined to be present. Chairperson Bigelow called the meeting to order at 10:03 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 January 10, 2019 Regular Meeting were presented. *Motion to approve the January 10, 2019 Meeting Minutes was moved by Dan Kops, which was seconded by Lee Grannis and approved by a vote of 7 yea, 0 nay and 0 abstentions.*

Meeting Minutes from the January 30, 2019 Special Meeting were presented. *Motion to approve the January 30, 2019 Meeting Minutes was moved by Dan Kops, which was seconded by Lee Grannis and approved by a vote of 7 yea, 0 nay and 0 abstentions.*

Meeting Minutes from the March 20, 2019 Executive Committee Meeting were presented. *Motion to approve the March 20, 2019 Meeting Minutes was moved by Lee Grannis, which was seconded by Dan Kops and approved by a vote of 7 yea, 0 nay and 0 abstentions.*

Resolutions:

- *Motion made by Dan Kops to accept the Resolution 1819.103 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, which was seconded by Lee Grannis and approved unanimously by a vote of 7 yea, 0 nay and 0 abstention.*

Presentation of Fiscal Year 2020 Budget

Mr. McGough presented the Fiscal Year 2020 budget. Forecasted FY2019 operating expenses anticipated at \$11.485 million with a proposed FY2020 budget of \$11.576 million. This is based primarily on an increase in run rate expenses of \$571k including wages, health insurance, and Worker's Compensation.

Resolution

- *Motion made by Michael Freda to accept the Resolution 1819.104 Approving the FY2020 Annual Agency Budget, which was seconded by Lee Grannis and approved unanimously by a vote of 7 yea, 0 nay and 0 abstention.*

Reports of the Officers:

Mr. Marrero provided the Operations Report stating that service demand and expenditures year-to-date are in line with the same prior year period. Driver Refresher training has been ongoing and there has been a slight increase in overtime due to driver shortages.

The District is halfway through the driver vacation bid process, all full-time routes have been filled and we are short 7 part time drivers. A large training class is slated to begin on April 29th. With regard to the Route Match On-Premise deployment project, the agency is moving to the next phase of running a parallel system for testing.

The team has held four outreach meetings at senior centers in the region to provide information about our services and it was suggested that board members be notified when staff visits a center in their town.

Mr. McGough provided the Treasurer's Report for the period January – March 2019. The forecasted FY2019 expenses were presented showing an overall positive variance to the approved budget of \$480k. The positive variance was driven by lower than anticipated salary expense due to the lean process improvements, lower Workers Comp expense due to a change in carriers providing a more competitive premium and better than anticipated fuel expense due to higher MPG vehicles being deployed.

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

Departmental Reports:

Safety and Security (Risk Management)

Trend based Risk Review Insurance considerations were discussed with the broker recently including new insurance types/coverages. FTA increased the percentage of random alcohol tests during Q1 of 2019, resulting in eleven random tests. Mr. Welsh provided an update on Worker's Compensation claims during the current policy year.

Fleet and Facility Maintenance

Twelve new vehicles (six E-350s and six Ford Transits) have been received. A cost and fuel efficiency report by vehicle type was provided in addition to other KPIs including maintenance cost per mile and fuel utilization. Twelve additional Ford Transits will be ordered before the end of the month.

Facility improvement projects included multiple updates to the Dispatch Department (light fixtures, new furniture and other upgrades), cable installation for dispatch technology projects, and general maintenance repairs. Winter and summer equipment maintenance cycles have been completed. An air curtain to aid energy conservation in the crews quarters will also be installed.

Capital and Procurement

Q3 SBE report is completed and will be submitted at the end of April. Current FY19 goal is \$112k in spending and Q3 report shows a YTD spend of \$87k. Positive development in making the overall annual goal due to the Cisco vendor and their two subcontractors are SBE approved vendors. Asset tagging project is 90% complete with all the vehicles tagged and reconciled with only the server room hardware to be completed.

Human Resources

HR hosted a Meet and Greet in February with Department of Veteran Affairs, Workforce Alliance, Town of Hamden Economic Department and CT Department of Labor to strengthen and assist in employee acquisition efforts. This was a very successful meeting resulting in invitation to two job fairs which GNHTD attended and received over 40 new applications. In March, GNHTD had its Driver Appreciation breakfast with over 150 meals being served.

Executive Director Report:

Ms. Dunham stated that the District is working with the CTDOT capital unit on FY2019-2024 capital planning. She also noted that there are currently four board vacancies and asked for assistance with any recommendations for individuals to serve in those roles.

Demolition contracts have been signed for the two buildings at 333 State Street/460 Sackett Point Road. A project kickoff meeting will be held on April 22nd and it will take approximately 3-4 weeks to complete building permit and other required paperwork submittals. Mobilization will then commence including temporary fencing installation and contractor equipment and materials being brought on-site. Initial work will occur in the interior of the buildings with abatement.

Move New Haven public outreach meetings are scheduled over the next three months and the consultant is currently working on the draft recommendations and cost analyses. The Technical Advisory Committee is slated to meet next week for a draft report update.

Ms. Dunham commended the leadership team on their continued excellent work. She noted that Mr. Welsh had represented the District at the recent FTA National Drug and Alcohol Testing Conference to share best practices for a small transit system. Anthony Bethune (Associate Manager of Operations – Business Services) will graduate from the APTA Emerging Leaders program at the upcoming Mobility Conference in Louisville, Kentucky. Mario Marrero will also

be representing GNHTD on the APTA Small Operations Committee Best Practice panel at that conference as well.

Committee Reports:

Ms. Bigelow reported that the Executive Committee had met on March 20, 2019 during which the Executive Director provided updates on administrative and operational matters that would be discussed at today's board meeting. There was also an Executive Session to discuss personnel matters.

Adjournment: *There being no further business brought before the Board, Michael Freda moved adjournment at 11:28 a.m., which was seconded by Lee Grannis and approved unanimously by a vote of 6 yea, 0 nay and 0 abstention.*