



MINUTES OF REGULAR PUBLIC MEETING

June 10, 2020

Present:	Commissioners:	Sharon McNeal Ginnie Preuss Jennifer Sheldon Mark Anastasi Mitch Fuchs Joseph Kubic Doug Sutherland
	Staff:	Doug Holcomb Tom Gorman Adrienne Belanger Steven DeMichele Bernie Bausch
	Absent:	Andrew Ifill Mike Mears Andrea Kovacs
	Public:	203-870-5268 203-726-1639

I. CALL TO ORDER – This regular public meeting of the Greater Bridgeport Transit (“GBT”) Board of Commissioners was held through the virtual conferencing platform, Zoom. In Chairman Mike Mears’ (“Mears”) absence, Co-Chairman Ginnie Preuss (“Preuss”) called the meeting to order at 6:33 p.m. A quorum was present.

II. PUBLIC PARTICIPATION

1. Public Comment - There were no comments from any members of the public.
2. Representatives of Area Organizations – There were no comments from representatives of area organizations.
3. Employee Comments – There were no employee comments.

III. APPROVAL OF MINUTES

1. Consideration of the Minutes of the February 12, 2020 Regular Public Meeting – **A Motion** to Approve the Meeting Minutes from the above stated meeting was made by Commissioner Jennifer Sheldon (“Sheldon”), seconded by Commissioner Sharon McNeal (“McNeal”). Voting in favor of the motion were Commissioners Ginnie Preuss (“Preuss”), Mark Anastasi (“Anastasi”), and Mitch Fuchs (“Fuchs”). Commissioners Doug Sutherland (“Sutherland”) and Joe Kubic (“Kubic”) abstained because they were not present at the above said meeting. The motion passed.

2. Consideration of the Minutes of the March 11, 2020 Regular Public Meeting – **A Motion** to Approve the Meeting Minutes from the above stated meeting was made by Commissioner Sheldon, seconded by Commissioner Kubic. Voting in favor of the motion were Commissioners Preuss, Fuchs, and McNeal. Commissioners Sutherland and Anastasi abstained because they were not present at the above said meeting. The motion passed.

3. Consideration of the Minutes of the May 13, 2020 Regular Public Meeting – **A Motion** to Approve the Meeting Minutes from the above stated meeting was made by Commissioner Kubic, seconded by Commissioner Sutherland. Voting in favor of the motion were Commissioners Sheldon and Fuchs. Commissioners McNeal, Anastasi, and Preuss abstained because they were not present at the above said meeting. The motion passed.

IV. REPORTS

1. Chairman Report – Chairman Mears was not present.

2. Chief Financial Officer – Adrienne Belanger, Chief Financial Officer at GBT, presented the April 2020 Financial summaries. There was brief discussion around how revenue was impacted due to the Coronavirus Pandemic and the role of the CARES Act funding. Doug Holcomb (“Holcomb”), General Manager and Chief Executive Officer at GBT, continued the conversation around funding and shared a model showing trends in ridership and fare collection. There was discussion regarding waiting for input from the CTDOT on when transit agencies will resume enforcement of fare collection. It is noteworthy that by the beginning of the summer all of the buses, including paratransit, will have driver barriers.

3. Chief Executive Officer – Holcomb gave a brief update on what the agency is doing in response to the Coronavirus Pandemic, including Personal Protective



Equipment ("PPE") distribution. There was discussion around GBT's current inventory, how much is used on a monthly basis and how much funding is required. There is more work to be done in order to establish a more permanent PPE inventory solution.

V. OLD BUSINESS

1. Remote Participation - There was no further discussion around the Remote Participation resolution that was passed at the May Meeting of the GBT Board of Commissioners.

VI. NEW BUSINESS

1. **A Motion** to bring to the table the Consideration of One-Year Extension to a Contract for Janitorial Services was made by Commissioner Sutherland, seconded by Commissioner Fuchs.

Holcomb presented the resolution and explained how staff recommends a one-year contract extension with GBT's current janitorial service - JanPro. The company has been very responsive to staff's demands for increased disinfecting due to COVID-19. During the proposed extension, staff will craft a new Request for Proposals (RFP) that considers the new cleaning and disinfecting protocols.

The Motion to Extend the Contract with JanPro for One Year passed unanimously.

2. **A Motion** to bring to the table the Consideration of One-Year Extension to a Contract for ADA Service was made by Commissioner Anastasi, seconded by Commissioner Sutherland.

Tom Gorman ("Gorman") COO and Deputy General Manager at GBT presented a resolution explaining staff's request for a one-year extension to GBT's current demand response service contract with TransDev, Inc.

The Motion for a One-Year Contract Extension with TransDev, Inc. for Janitorial Services passed unanimously.

3. **A Motion** to bring to the table the Consideration of One-Year Extension of the current Tire Lease Agreement was made by Commissioner Sutherland, seconded by Commissioner Sheldon.



Gorman introduced the resolution and there was brief discussion on how tire leases work and the cost of purchase vs. leasing.

The Motion for a One-Year Contract Extension with Michelin North America for the Tire-Lease Agreement passed unanimously.

4. **A Motion** to bring to the table the Consideration of Authorization to Apply for, Administer, and Close FTA, State and Municipal Funded Grants was made by Commissioner Sutherland, seconded by Commissioner Anastasi.

Holcomb presented the resolution further explaining that the FTA requires an annual resolution authorizing select staff to enter into agreements for federal funding and to execute the requisite FTA Certification and Assurances to receive federal funding.

The Motion to Authorize to Apply for, Administer, and Close FTA, State and Municipal Funded Grants passed unanimously.

5. **A Motion** to bring to the table the Consideration to Authorize the CFO to Renew the Section 125 Cafeteria Plan for the Plan Year Commencing July 1, 2020 was made by Commissioner Sutherland, seconded by Commissioner Sheldon.

Belanger presented the resolution and there was brief discussion around the naming of the plan.

The Motion to Authorize the CFO to Renew the Section 125 Cafeteria Plan passed unanimously.

6. **A Motion** to bring to the table the Consideration of Adoption of GBT's Public Transportation Agency Safety Plan (PTASP) was made by Commissioner McNeal, seconded by Commissioner Fuchs.

Holcomb presented the resolution outlining the highlights of the PTASP and the development process. For more information, Holcomb directed the Board to the June Board Report which reflects the details.

The Motion to Adopt GBT's PTASP passed unanimously.



7. A Memorandum outlining the establishment of a Nominating Committee for FY 2021 Officers was presented by Christine Michaels ("Michaels"), Clerk of the Board. Commissioners Kovacs, Anastasi, Sheldon, and Fuchs make up the Nominating Committee. There was a request to provide information of the offices held in the past 10 years. The next discussion is to be held on June 23, 2020.

VII. EXECUTIVE SESSION

There was no Executive Session.

VIII. ADJOURNMENT

1. **A Motion** to adjourn was made by Commissioner Sutherland, seconded by Commissioner Fuchs. The motion passed unanimously. Time 7:06 p.m.

Respectfully Submitted,
Christine Michaels
Clerk of the Board, June 24, 2020