
**MINUTES OF PVTA'S
ADVISORY BOARD REGULAR MEETING
May 25, 2016**

The Advisory Board Meeting of the Pioneer Valley Transit Authority was held on Wednesday, May 25, 2016 at the Pioneer Valley Transit Authority Office located at 2808 Main Street in Springfield, MA, at 12:00 P.M.

1. ROLL CALL

	<u>Present (41.18 vote)</u>	<u>Not Present (20.80 vote)</u>
Agawam		Richard Theroux
Amherst	Douglas Slaughter	
Belchertown	Brian O'Leary	
Chicopee	Steve Huntley	
East Longmeadow	Carolyn Brennan	
Easthampton		Melissa Zawadzki
Granby		Jessica Scahill
Hadley		David Moskin
Hampden	Becky Moriarty	
Holyoke		Mayor Alex Morse
Leverett		Peter D'Errico
Longmeadow	Mark Gold	
Ludlow		Carmina Fernandes
Northampton	Mayor David Narkewicz	
Palmer	Paul Burns	
Pelham		Mark Santos
South Hadley	Marilyn Ishler	
Springfield	Anthony Wilson	
Sunderland		Sherry Patch
Ware	Nancy Talbot	
West Springfield		Jim Czach
Westfield	Peter Miller	
Wilbraham	Paula Dubord	
Williamsburg		David Mathers
ADA Representative		TBD
Rider Representative	Patrick Burke	

A quorum of 31.01 majority vote being present, Chairman David Narkewicz called the meeting of PVTA's Advisory Board to order at 12:04 PM; majority vote of 41.18 present.

2. PUBLIC COMMENT

Chairman Narkewicz opened the floor for public comments.

3. APPROVAL OF MINUTES OF MARCH 30, 2016

Chairman Narkewicz asked for a motion from the Advisory Board to approve the meeting minutes of PVTA's Regular Advisory Board Meeting held on March 30, 2016.

Motion: Moved and seconded (O'Leary/Ishler) to approve the meeting minutes of PVTA's Regular Advisory Board Meeting held on March 30, 2016.

Chairman Narkewicz asked if there was any discussion, hearing none, asked for all those in favor to say aye.

Motion passed by a unanimous vote.

4. REPORT OF THE FINANCE COMMITTEE

Chairman of the Finance Committee, Steve Huntley, reported that the Finance Committee met on Monday, May 23rd at 10:00 AM. The Committee voted to approve the Finance & Audit Committee Meeting Minutes from September 23, 2015 and March 28, 2016.

Chairman Huntley stated the following:

The Committee received a detailed report on PVTA's FY16 projected budget to actual through May which is virtually on budget.

The Committee also received a detailed report of PVTA's Fiscal Year 17 Budget. The Fiscal Year 2017 budget in total is 2% higher than the FY 2016 Projection. FY17 Budget has \$47,345,887 in total revenue and \$47,345,887 in expenditures. Two major areas of savings were in fuel and vehicle maintenance. The Committee also discussed the possibility of creating a line item to build up a reserve fund for other postemployment benefits (OPEB).

Chairman Huntley stated that both PVTA's FY 16 projected budget to actual and FY 17 Budget have been emailed to the full Board and are also included in the Board Packet. The Finance & Audit Committee reviewed and discussed both these items in detail and voted to recommend approving PVTA's FY17 Budget to the full Board. If anyone has any questions or would like to go through these items we can certainly do that.

Patrick Burke asked Chief Financial Officer, Patty O'Leary for the request for proposal (RFP) showing the breakdown of costs for PVTA's van service.

Chairman David Narkewicz asked if the Board had any other questions or comments regarding the report of the Finance & Audit Committee.

Hearing none. Chairman Narkewicz asked for a motion from the Advisory Board to accept the report of the Finance & Audit Committee.

Motion: Moved and seconded (Ishler/Talbot) to accept the report of the Finance Committee.

Chairman Narkewicz asked if there was any discussion, hearing none, asked for all those in favor to say aye.

Motion passed by a unanimous vote.

Chairman David Narkewicz asked if the Board had any other questions or comments regarding PVTA's FY17 Budget.

Hearing none. Chairman Narkewicz asked for a motion from the Advisory Board to approve PVTA's FY17 Budget.

Motion: Moved and seconded (Huntley/Ishler) to approve PVTA's FY17 Budget.

Chairman Narkewicz asked if there was any discussion, hearing none, asked for all those in favor to say aye.

Motion passed by a unanimous vote.

5. REPORT OF THE ROUTE COMMITTEE

Chairman of the Route Committee, Brian O'Leary reported that the Route Committee met on Tuesday, May 24th. The Committee voted to approve the Route Committee Minutes from May 28, 2014 and May 27, 2015.

Chairman O'Leary stated the following:

PVTA presented two schedule changes to the fixed route subcommittee. Both of these changes will require public hearing. The public hearings will be held in the communities where the proposed changes will take place. Meeting notices will be provided a minimum of two weeks before the meeting takes place. PVTA will disseminate the information on the website, on board vehicles and will provide the information to local media. All public hearing comments and transcripts will be provided to the Advisory Board before a final decision is made.

M40 Saturday Service Change. The M40 is an express bus that provides direct service from Smith College, Downtown Northampton, Sheldon Field, Hampshire Mall, and the Haigis Mall. Due to increasing westbound traffic volumes on Route 9, the M40 has been challenged to remain on schedule throughout the Saturday service day. This results in the M40 running upwards of 20 minutes behind schedule, which produces an unreliable service for the public. The PVTA has recommended eliminating two runs and adding time to the remaining eight runs on the day to remain on time. The running times or round trip time will go from 1 hour to 1 hour and 15 minutes. This will result in a reliable schedule for the public.

The X98 provides cross town service in Northampton connecting, the Salvo House, Northampton Senior Center, Downtown Northampton, Northampton Survival Center, YMCA, Hampshire Plaza and River Valley Market. The route operates from 9:00AM to 7:00PM Monday through Saturday. The X98 has not attained the minimum performance guidelines prescribed through PVTA's service guidelines since its inception. When implementing new service, it often takes more than one year to attract a ridership base. The 17 months of ridership that has been analyzed has shown a minimal level of passenger utilization.

The PVTA is recommending changing the departure time of the X98 to 35 past the hour to induce more ridership to Hampshire Plaza. Currently, the R44 provides service from downtown Northampton to Hampshire Plaza on the hour. Providing services on the hour and thirty five past the hour will provide more options for downtown residents traveling to the Hampshire Plaza Monday through Saturday.

Chairman O'Leary stated that the Route Committee voted to recommend holding public hearings on the M40 and X98 to the full board.

Chairman Narkewicz asked if the Board had any questions for the Route Committee. Hearing none.

Chairman Narkewicz asked for a motion from the Advisory Board to accept the report of the Route Committee.

Motion: Moved and seconded (Burns/O'Leary) to accept the report of the Route Committee.

Chairman Narkewicz asked if there was any discussion, hearing none, asked for all those in favor to say aye.

Motion passed by a unanimous vote.

Chairman Narkewicz asked for a motion from the Advisory Board to approve holding public hearings on the M40 and X98 routes as presented.

Motion: Moved and seconded (O'Leary/Talbot) to approve holding public hearings on the M40 and X98 routes as presented.

Chairman Narkewicz asked if there was any discussion, hearing none, asked for all those in favor to say aye.

Motion passed by a unanimous vote.

6. REPORT OF THE PARATRANSIT COMMITTEE

Chairperson of the Paratransit Committee, Carolyn Brennan, stated that the Paratransit Committee met on Tuesday, May 24th. The Committee voted to approve the Paratransit Minutes from March 29, 2016.

Chairperson Brennan stated the following:

PVTA plans to roll out the split service fleet plan on July 18, 2016. PVTA is currently conducting testing of this service delivery to ensure a smooth roll over. This testing includes that the mobile data terminals will function normally and that an adequate spare ration will be provided to both fleets. Identifying an adequate spare ratio is paramount for the senior van service. PVTA plans to provide an ample spare ratio (greater than 25%) to accommodate any growth that may be required during the year.

The PVTA plans to roll out the COA pilot program on October 1, 2016. The participating communities include Northampton, Longmeadow, Hampden and East Longmeadow. Because

PVTA is providing these communities with operating subsidies, PVTA will need to add a new fare to the fare structure. In order to accommodate this new fare a fare equity analysis will need to be conducted. Work that will be accomplished during this next month includes a meeting with the four participating communities. At this meeting the proposed fares and the service availability will be discussed (fare, hours, days, etc.). The information gathered from this meeting will be used to conduct the fare equity analysis. It is important to note that this pilot is the first step to the long term recommendation of the paratransit comprehensive service analysis of having multi providers. While the recommendation includes multi providers for the ADA service, this service model also can be translated to the senior van service.

Chairman Narkewicz asked if the Board had any questions for the Paratransit Committee. Hearing none. Chairman Narkewicz asked for a motion from the Advisory Board to accept the report of the Paratransit Committee.

Motion: Moved and seconded (Burns Johnson/Talbot) to accept the report of the Paratransit Committee.

Chairman Narkewicz asked if there was any discussion, hearing none, asked for all those in favor to say aye.

Motion passed by a unanimous vote.

7. ADMINISTRATOR'S REPORT

Mary MacInnes, PVTA Administrator, reported the following:

The Governor submitted a budget that cut the RTAs funding by 2.5% which is \$80 million dollars. The House passed a million and the Senate brought it back up to \$84.1 million dollars. This would provide a 2.5% increase which is what the Transportation Bill passed a few years ago indicated should happen each year. Since President Rosenberg is responsible for making this happen, we feel confident that the House will concur in conference committee.

Chairman Narkewicz offered testimony on our behalf at the Mass DOT Board Meeting. The State's Capital Improvement Plan was on the agenda and was discussed at a very high level with no projects being mentioned except for PVTA's new Operations and Maintenance Facility. A motion was unanimously passed that Mass DOT would work with PVTA to come up with funding for the project. There were some amendments concerning reducing the costs, providing a PVTA contribution, and PVTA accepting cost overruns.

There was a Mass DOT public meeting in Westfield on the draft CIP. Tim Brennan, City of Westfield, Mass PIRG, and the T for Mass spoke in favor of the project. The Conservation Law Foundation sent a letter which is included in the Board packet.

There was funding in the CIP for the Westfield Transportation Center project. The groundbreaking was held yesterday. Speakers for the event included the Lt. Governor, a representative from the Federal Transit Administration, a representative from MassDOT, Westfield Mayor Sullivan, and former Congressman Olver.

8. MANAGER OF PLANNING & OPERATIONS REPORT

Josh Rickman, PVTA Manager of Operations & Planning, reported the following:

PVTA's fixed route bus system transported 9,451,316 passengers through May of FY16. This is a 2.7% increase compared to the YTD ridership over the previous Fiscal Year.

PVTA's paratransit service transported 249,025 passengers during FY16. This is an increase of 9.5% compared to FY15.

PVTA is working with the contractors to update the monthly reports to streamline the performance measure process. Monthly reports starting in July will include information by service day type which will significantly reduce the number of staff hours required to process the information. This information will include passenger volume, revenue hours and number of trips.

PVTA is in the final stages of the Bus Rapid Alternatives Analysis. A report has been provided to the oversight committee (City of Springfield, MassDOT and PVTA). After review of the report the Locally Preferred Alternative (LPA) will be selected and a public meeting will be held to discuss the findings of the report. The next stage in the process would to undergo the engineering and design portion of the study.

PVTA installed four bike racks for the City of West Springfield in preparation for bike week. PVTA also participated in three bike week events; PVTA co-sponsored event at Court Square on May 18th, Northampton Courthouse event on May 18th, and Fix a Flat Clinic in West Springfield on May 19th.

PVTA is working with the City of Springfield and the City of Northampton to identify new locations for bike rack installation.

PVTA is working with the Holyoke Mall to improve fixed route operations. PVTA has provided a proposal to the mall for using the parking lot on the eastern side of the facility. Improvements to the pickup and drop off area would include the installation of a twenty three foot shelter. Potential other improvements include installing a real time sign and heating units for the winter if electricity can be brought to the site.

PVTA will be working with four member communities to pilot a program for the municipality to provide senior van service. The PVTA will provide funding to the community based off of the number of PVTA's provided trips to seniors in the identified community. PVTA will make available a van that has reached the end of its useful and a maintenance program for one year on the donated vehicle.

PVTA will be replacing twenty vans in June. There will be three Ford Transit Connect vans that will be available for donation. If your community is interested please send a donation request letter to the PVTA.

9. NEW BUSINESS

Chairman Narkewicz reported that there is no new business to discuss.

10. OLD BUSINESS

Chairman Narkewicz reported that there is no old business to discuss.

11. ADJOURNMENT

The meeting of the Advisory Board adjourned (O'Leary/Ishler) at 1:07 P.M.

A TRUE RECORD

ATTEST:


BRANDY LAMOUR

Documents filed with Board Meeting packet:

- March 30, 2016 Advisory Board Meeting Minutes
- FY16 9-Month projected budget to actual
- FY17 Budget
- M40 & X98 proposed schedule changes

Minutes of this meeting approved: June 29, 2016

