
**MINUTES OF PVTA'S
ADVISORY BOARD MEETING
September 20, 2017**

The Advisory Board Meeting of the Pioneer Valley Transit Authority was held on Wednesday, September 20, 2017 at the Pioneer Valley Transit Authority Office located at 2808 Main Street in Springfield, MA, at 12:00 P.M.

1. ROLL CALL

	<i><u>Present (33.60 vote)</u></i>	<i><u>Not Present (28.39 vote)</u></i>
Agawam		Richard Theroux
Amherst	Douglas Slaughter	
Belchertown	Brian O'Leary	
Chicopee	Steve Huntley	
East Longmeadow	Carolyn Brennan	
Easthampton		Mayor Karen Cadieux
Granby		Jessica Langlois
Hadley		David Moskin
Hampden	Becky Moriarty	
Holyoke	Mayor Alex Morse	
Leverett		Peter D'Errico
Longmeadow	Mark Gold	
Ludlow		Brian Mannix
Northampton	Mayor David Narkewicz	
Palmer		Paul Burns Johnson
Pelham		William Martell
South Hadley	Marilyn Ishler	
Springfield		Anthony Wilson
Sunderland		Sherry Patch
Ware		Nancy Talbot
West Springfield	Jim Czach	
Westfield	Peter Miller	
Wilbraham	Paula Dubord	
Williamsburg	J.M. Sorrell	
ADA Representative		TBD
Rider Representative	Patrick Burke	

A quorum of 31.01 majority vote being present, Chairman Mayor Narkewicz called the meeting of PVTA's Advisory Board to order at 12:07 PM; majority vote of 33.60 present.

2. PUBLIC COMMENT

Chairman Mayor Narkewicz opened the floor for public comments. No Public Comments were made.

3. APPROVAL OF MINUTES

Chairman Mayor Narkewicz asked for a motion from the Advisory Board to approve the meeting minutes from the Special Advisory Board Meeting on April 26, 2017, the Special Advisory Board Meeting on May 2, 2017 and the Regular Advisory Board Meeting on August 23, 2017.

Motion: Moved and seconded (O’Leary/Huntley) to approve the meeting minutes from the Special Advisory Board Meeting on April 26, 2017, the Special Advisory Board Meeting on May 2, 2017 and the Regular Advisory Board Meeting on August 23, 2017.

Chairman Narkewicz asked if the Board had any discussion.

Jim Czach stated in the May 2, 2017 minutes his name is spelt incorrectly.

Chairman Narkewicz stated the clerk will make that correction. Does the Board have any further discussion. Hearing none, asked all those in favor to say aye.

Motion passed by a unanimous vote.

4. REPORT OF THE FINANCE & AUDIT COMMITTEE

Steve Huntley, Chairman of the Finance & Audit Committee reported the following:

The Finance & Audit Committee met prior to today’s Board Meeting. The committee voted to approve the Finance & Audit Minutes of July 19, 2017 and received a full presentation on PVTA’s FY 17 Audit. David Irwin of Adelson & Company PC, will give a brief overview of the Audit to the full Board.

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

Motion: Moved and seconded (O’Leary/Mayor Morse) to accept the report of the Finance & Audit Committee.

Chairman Mayor Narkewicz asked if the Board had any discussion. Hearing none, asked all those in favor to say aye.

Motion passed by a unanimous vote.

5. PVTA FY17 AUDIT

Auditor David Irwin gave an overview of the audit stating the following:

PVTA’s FY 17 Audit was a clean audit with no findings.

Assets and deferred outflows of resources of the Authority exceeded its liabilities at June 30, 2017 by \$73,129,039.

On the financial statement, PVTA has two big liabilities; net pension liabilities \$4,117,734 and accrued other post employment benefits (OPEB) \$20,674,411.

Overall the audit went well and in the Management Letter, we did make some recommendations to the Authority regarding the Springfield Information Center, the vacant procurement officer position, and other postemployment benefits (OPEB).

Chairman Mayor Narkewicz thanked the Auditor and asked if the Board had any discussion. Hearing none. Chairman Mayor Narkewicz asked for a motion from the Advisory Board to accept PVTA's FY17 Audit.

Motion: Moved and seconded (Huntley/Miller) to accept PVTA's FY17 Audit.

Chairman Mayor Narkewicz asked if the Board had any discussion. Hearing none, asked all those in favor to say aye.

Motion passed by a unanimous vote.

6. **ADMINISTRATOR'S REPORT**

Sandra Sheehan, PVTA Administrator, reported the following:

A meeting took place with representatives of MARTA and MassDOT to discuss the MOU between the RTAs and MassDOT and to start the budget process for FY19. A Program Preview meeting will be held with all RTAs to discuss operating and capital needs for the upcoming year. I had the opportunity to meet with Mike Lambert, Deputy Administrator of Transit to continue our discussion relative to the use of the Restricted Reserves Account. MassDOT has stated PVTA could use the funds to balance the budget as long as a commitment is made to pay back the monies in a predetermined amount of time.

The House voted 138 to 13 to override the Governor's veto of the Transportation Fund Transfer to RTAs, which was reduced by \$400,000. This could mean \$116,000 to the PVTA. We are hopeful the Senate will also approve the override.

PVTA and its contractors provided schedules and information material to passengers in anticipation of the service modifications. Staff handed out daily or weekly passes at the Union Station, Westfield Transit Center, Holyoke Transit Center and other high ridership locations on specific routes in compliance with the Title VI Equity Analysis. Implementation of service modifications went smoothly.

Fontaine has completed site grading and foundations work. Structural steel framing for the building is progressing rapidly. Most of the building framing has been erected. Underground plumbing and electrical will be completed in September. Site utility work is ongoing. Concrete floor slabs are underway and roof work will proceed in October.

Administration Building Window Replacement, Gale Associates has completed 95% design plans and specifications with a cost estimate of \$432,000. The project is scheduled to be advertised for construction this week and to be awarded in late October. The schedule is for the submittal and shop drawing approval phase to be completed by December 2017 and the windows ordered by January 2018. The actual installation of the windows will begin in July 2018 and be completed by the end of summer 2018.

The installation of the fixed route video system continues. Installation has been completed at the VATCo bus garage. The installation efforts continue at the UMass bus garage with the goal of completing the last eight

installations. Installation has now relocated to SATCo and is expected to be completed this quarter. The electronic customer information displays are being installed at the same time as the video system. These information displays will be used to inform bus riders of PVTA service changes, alerts and events that affect operations.

PVTA staff worked on a grant application submission for FTA's Bus and Bus Facilities Program for the construction of the facility restoration and conversion project for the existing SATCo transit garage.

PVTA was awarded 17 replacement paratransit vehicles and funding for one year for a Travel Training position through the State's Community Transit Grant Program.

Unfortunately, PVTA was not a recipient under the Transit Security Grant Program. PVTA had partnered with the Springfield Police Department in a submission for enhanced security at Union Station. We are committed to continue to pursue grant opportunities associated with transit security.

Fixed Route ridership was 710,276 and paratransit ridership was 25,169 for the month of August.

The Tri Town Trolley began operation on September 11th for East Longmeadow, Longmeadow and Hampden. The Town of East Longmeadow (who is operating the service) received two PVTA vans to assist as well as a year of free maintenance on these vehicles. PVTA has been in communication with East Longmeadow council on aging in an effort to assist as issues may arise.

PVTA renewed its grant in September with the Massachusetts Department of Public Health. The Access to Recovery Program and the PVTA have maintained a partnership since 2011.

Ms. Sheehan stated that in FY19 we are going to have a budget deficit and we cannot maintain the current level of service with the current funding. We have looked internally for budget savings. For the next Board meeting, we are going to look at what service is not meeting standards and look into service changes as well as a fare increase.

7. NEW BUSINESS

Chairman Mayor Narkewicz stated there is no new business to discuss.

8. OLD BUSINESS

Chairman Mayor Narkewicz stated there is no old business to discuss.

9. ADJOURNMENT

The meeting of the Advisory Board adjourned (Ishler/Burke) at 12:37 P.M.

A TRUE RECORD

ATTEST:


BRANDY PELLETIER

Documents filed with Board Meeting packet:

- Special Advisory Board Minutes of 4-26-17
- Special Advisory Board Minutes of 5-2-17
- Regular Advisory Board Minutes of 8-23-17
- PVTA's FY17 Audit

Minutes Approved: November 15, 2017

