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**MINUTES OF PVTA'S  
ADVISORY BOARD REGULAR MEETING  
NOVEMBER 14, 2018**

The Advisory Board Meeting of the Pioneer Valley Transit Authority was held on November 14, 2018 at the Pioneer Valley Transit Authority Office located at 2808 Main Street in Springfield, MA, at 12:00 P.M.

**1. CALL TO ORDER**

	<i><u>Present (43.47 vote)</u></i>	<i><u>Not Present (18.53 vote)</u></i>
Agawam		Michael Squindo
Amherst	Doug Slaughter	
Belchertown	Brian O'Leary	
Chicopee	Steve Huntley	
East Longmeadow		Carolyn Brennan
Easthampton	Brendan Rogers	
Granby		Mark Bail
Hadley		David Moskin
Hampden		Rebecca Moriarty
Holyoke		Mayor Alex Morse
Leverett		Peter D'Errico
Longmeadow	Mark Gold	
Ludlow		Brian Mannix
Northampton	Mayor David Narkewicz	
Palmer	Paul Burns Johnson	
Pelham		Mark Santos
South Hadley	Michael Sullivan	
Springfield	Tom Ashe	
Sunderland	Sherry Patch	
Ware	Nancy Talbot	
Westfield	Peter Miller	
West Springfield	Jim Czach	
Wilbraham	Paula Dubord	
Williamsburg		JM Sorrell
Rider Representative		Patrick Burke
Mobility Impaired Rep		Jennifer Carbery

A quorum of 31.01 majority vote being present, Chairman David Narkewicz called the meeting of PVTA's Advisory Board to order at 12:03 PM; majority vote of 43.47 present.

## **2. PUBLIC COMMENT**

No public comment.

## **3. APPROVAL OF MINUTES**

Chairman Narkewicz asked for a motion from the Advisory Board to approve the meeting minutes of the September 9<sup>th</sup>, 2018 Advisory Board Meeting.

**Motion:** Moved and seconded (Huntley/O'Leary) to approve the minutes of the September 9<sup>th</sup>, 2018 Advisory Board Meeting.

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 COMPENSATION COMMITTEE (CHAIRPERSON)**

Chairman of the Compensation Committee, Paul Burns Johnson, reported the following:

The Compensation Committee reviewed the Administrator Evaluation and comment summary and discussed the financial implications of moving the Administrator's vacation start time from June 1<sup>st</sup> to July 1<sup>st</sup>. The Administrator has agreed to the change which would align with the start of the fiscal year and save PVTA money by avoiding having to accrue for 4 weeks of vacation time. Changing the current vehicle allowance for the option of a paid vehicle as well as a salary increase were discussed.

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

**Motion:** Moved and seconded (O'Leary/Huntley) to accept the report of Compensation 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.

## **5. ADMINISTRATOR'S REVIEW**

Paul Burns Johnson reported the following:

An Evaluation Form was submitted to all board members. This is the first time the Compensation Committee has received such a large response from the board. An evaluation summary as well as

comment summary is included in the board packet. No scores received are below a three (Meets Standard) in each category. Most of the scores and comments were very favorable.

The Compensation Committee recommends that:

- Administrator vacation accrual time be moved from June 1<sup>st</sup> to July 1<sup>st</sup> to align with the fiscal year.
- Maintain Administrator's vehicle allowance as per contract.
- Increase Administrator's salary by 4.5%

Chairman Narkewicz asked for a motion from the Advisory Board to accept the recommendations of the Compensation Committee.

**Motion:** Moved and seconded (Sullivan/O'Leary) to accept the recommendations of Compensation 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.

## **6. ADMINISTRATOR'S REPORT**

Ms. Sandra Sheehan, Administrator, reported the following:

Cottage Street Operations & Maintenance Facility- The facility is due to be substantially completed by the end of November. Furniture will be delivered in March and staff will move during March through April. There will be additional costs to operate the facility, including deadhead and labor related costs.

Task Force on RTA's Performance and Funding- The Administrator has a seat on the taskforce which reports to the legislature on the RTA's behalf and intends to discuss the possibility of changing the formula currently being used for distribution of funds to the RTAs.

MassDOT released a request for applications for discretionary funds under Section 74 of the FY19 State Budget where awards will not be greater than \$500k. PVTA intends on submitting an application but has requested a two-week extension to allow for possible partnerships with FRTA and Quaboag Valley. The original deadline for the application is November 30<sup>th</sup>.

The Commission on the Future of Transportation has been working on finalizing its recommendations. The Commission has been working on the tasks assigned by the Governor for the last ten months. The report is due to the Governor on December 1<sup>st</sup> and once released will be forwarded to the Board.

FTA awarded PVTA \$2.4M from the Bus & Bus Facilities Infrastructure Investment Program to renovate the garage at 2840 Main Street to allow for paratransit to operate from there. The upgrades will include the HVAC and sprinkler system in addition to building code updates to accommodate gas powered vehicles for storage as well as maintenance. The expected date for

construction activities to take place is during the summer months with completion at the end of the year.

Mass DOT funding was awarded to continue the PA's Travel Training Program in addition to funding senior transportation services in Agawam and a vehicle to assist as they transition to become a provider of senior transportation. The grant also awarded 17 replacement paratransit vehicles to PVTA.

Two applications were submitted that includes a partnership with Baystate Medical Center to allow individuals to receive transportation services for medical services.

The AARP grant had awarded PVTA with \$10k to provide benches at Springfield bus stop in an effort to provide better mobility options for seniors in public spaces.

Paratransit Rider Meetings were held on October 23<sup>rd</sup> at PVPC and the Northampton City Hall. This was an opportunity for passengers to let us know what is working and what needs to be improved. There is a follow up being implemented by NEXT to ensure clients comments have been addressed.

Additional noteworthy comments, Price Armstrong, PVTA's Paratransit Analyst, has been promoted to Manager of Planning & Analysis and, SatCo's Dispatcher Keith Ellsworth will be retiring after 46 years of service this Friday. The Chairman has signed Certificate of Retirement to be given to Keith from the Board.

**7. NEW BUSINESS**

Chairman Narkewicz stated that there is no new business to discuss

**8. OLD BUSINESS**

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

**9. ADJOURNMENT**

There being no further business, the Advisory Board meeting adjourned (Sullivan/O'Leary) at 12:23 P.M.

**A TRUE RECORD**

ATTEST:   
**BARBARA ROSAS**

**MINUTES APPROVED: January 23, 2019**