
MINUTES OF PVTA'S
ADVISORY BOARD MEETING
March 25, 2020

1. CALL TO ORDER

The Advisory Board Meeting of the Pioneer Valley Transit Authority was held on Wednesday, March 25, 2020 at 12:00 P.M. remotely in accordance with the Governor's State of Emergency Provisions of the Open Meeting Law, G.L. c. 30A, Section 20, relieving from the requirement of section 20 of chapter 30A that it conduct its meetings in a public place that is open and physically accessible to the public, permitting a public body to allow remote participation by all members.

| | <i><u>Present (53.50 votes)</u></i> | <i><u>Not Present (8.58 votes)</u></i> |
|----------------------|-------------------------------------|--|
| Agawam | Michael Squindo | |
| Amherst | Douglas Slaughter | |
| Belchertown | Brian O'Leary | |
| Chicopee | Steve Huntley | |
| East Longmeadow | Carolyn Brennan | |
| Easthampton | Brendan Rogers | |
| Granby | | Glen Sexton |
| Hadley | David Moskin | |
| Hampden | Becky Moriarty | |
| Holyoke | Mayor Alex Morse | |
| Leverett | | Peter D'Errico |
| Longmeadow | Mark Gold | |
| Ludlow | | Derek DeBarge |
| Northampton | Mayor David Narkewicz | |
| Palmer | | Barbara Barry |
| Pelham | Karen Willard-Ribeiro | |
| South Hadley | | Michael Sullivan |
| Springfield | Timothy Sheehan | |
| Sunderland | Geoff Kravitz | |
| Ware | John Carroll | |
| West Springfield | Jim Czach | |
| Westfield | Peter Miller | |
| Wilbraham | Paula Dubord | |
| Williamsburg | J.M. Sorrell | |
| ADA Representative | | Vacant |
| Rider Representative | | Patrick Burke |

A quorum of 31.05 majority vote being present, Chairman of the Advisory Board, Mayor David Narkewicz, called the remote meeting of PVTA's Advisory Board to order at 12:07 PM; majority vote of 53.50 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 January 22, 2020 Regular Advisory Board Meeting.

Motion: Moved and seconded (O'Leary/Huntley) to approve the meeting minutes from the January 22, 2020 Regular Advisory Board Meeting.

Chairman Mayor Narkewicz asked if the Board had any discussion. Hearing none; asked for a roll call vote to approve the minutes.

| | <u>Yes (53.50 votes)</u> | <u>No (0.00 votes)</u> |
|----------------------|--------------------------|------------------------|
| Agawam | Michael Squindo | |
| Amherst | Douglas Slaughter | |
| Belchertown | Brian O'Leary | |
| Chicopee | Steve Huntley | |
| East Longmeadow | Carolyn Brennan | |
| Easthampton | Brendan Rogers | |
| Granby | | |
| Hadley | David Moskin | |
| Hampden | Becky Moriarty | |
| Holyoke | Mayor Alex Morse | |
| Leverett | | |
| Longmeadow | Mark Gold | |
| Ludlow | | |
| Northampton | Mayor David Narkewicz | |
| Palmer | | |
| Pelham | Karen Willard-Ribeiro | |
| South Hadley | | |
| Springfield | Timothy Sheehan | |
| Sunderland | Geoff Kravitz | |
| Ware | John Carroll | |
| West Springfield | Jim Czach | |
| Westfield | Peter Miller | |
| Wilbraham | Paula Dubord | |
| Williamsburg | J.M. Sorrell | |
| ADA Representative | | |
| Rider Representative | | |

All present were in favor. Motion passed by a vote of 19-0.

4. REPORT OF THE FINANCE & AUDIT SUB-COMMITTEE

Doug Slaughter, Chairman of the Finance & Audit Sub-Committee reported the following:

The Finance & Audit Committee met remotely yesterday, March 24, 2020. The committee voted to approve the minutes from January 21, 2020, accept the FY20 Budget to Actual Report and accept the report of the Draft FY21 Budget.

The FY21 Draft Budget is reflective of estimations based on figures ending January 2020. The numbers and projections will change as the impact of the Covid-19 virus unfolds in the next few months.

It is estimated that the FY20 budget will come in under budget based on January figures due to the following factors:

- Staff changes resulting in parts of the year with no CFO, Claims Manager, Procurement Officer among the staff openings.
- Pension plan contributions by PVTAs lowered due to 7 new employees that did not qualify for the company contribution during their first year.
- New staff hired at lower amounts than the previous staff due to previous staff time with the company therefore at higher rates overall.
- Many of the new staff did not take health and dental insurance when offered although the budget does reflect a portion of this for FY21 in case employees elect to take insurance at open enrollment or if their situation changes according to guidelines.
- UMASS overall will come in at \$800,000 under budget due to staffing issues and senior staff covering. UMass Transit has significantly decreased service due to on-line education changes.
- Supplies are under budget for ADA and Mobility Training due to classification differences.
- Travel is under budget due to changes and gaps in staffing departments.
- The penalties for our paratransit vendor were significant this year for on-time performance. As the OTP was addressed through recent months the penalties are declining rapidly. As of January, there were \$299,000 in penalties deducted from the paratransit fee. The penalty budget was only for \$105,000 through January. The estimate for next year considers these factors.
- The fuel for Paratransit is estimated to come in lower than budgeted. This may be due to less trips being performed. It will be researched and fixed before final budget.

Chairman Mayor Narkewicz asked for a motion from the Advisory Board to accept the report of the Finance & Audit Sub-Committee.

Motion: Moved and seconded (Slaughter/O'Leary) to accept the report of the Finance & Audit Sub-Committee.

Chairman Mayor Narkewicz asked if the Board had any discussion. Hearing none; asked for a roll call vote.

| | | |
|---------|--------------------------|------------------------|
| | <u>Yes (53.50 votes)</u> | <u>No (0.00 votes)</u> |
| Agawam | Michael Squindo | |
| Amherst | Douglas Slaughter | |

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|----------------------|-----------------------|
| Belchertown | Brian O’Leary |
| Chicopee | Steve Huntley |
| East Longmeadow | Carolyn Brennan |
| Easthampton | Brendan Rogers |
| Granby | |
| Hadley | David Moskin |
| Hampden | Becky Moriarty |
| Holyoke | Mayor Alex Morse |
| Leverett | |
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| Ludlow | |
| Northampton | Mayor David Narkewicz |
| Palmer | |
| Pelham | Karen Willard-Ribeiro |
| South Hadley | |
| Springfield | Timothy Sheehan |
| Sunderland | Geoff Kravitz |
| Ware | John Carroll |
| West Springfield | Jim Czach |
| Westfield | Peter Miller |
| Wilbraham | Paula Dubord |
| Williamsburg | J.M. Sorrell |
| ADA Representative | |
| Rider Representative | |

All present were in favor. Motion passed by a vote of 19-0.

5. FY21 PVTA DRAFT BUDGET

Chief Financial Officer, Lisa Seymour, reported on the FY21 Draft Budget:

Revenues:

- Federal Operating Assistance – The same amount in federal operating assistance as in FY20 is budgeted. MassDOT’s preliminary RTCAP program is currently under review.
- State Contract Assistance – Increased from FY20 due to the preliminary Governor’s RTA budget of \$90.5 Million for formula distribution to the RTAs. This may change due to final budgets released by the House and the Senate. In addition, the State Budget may be delayed.
- CMAQ Funding – PVTA is hopeful to received \$400,000 in CMAQ funding to offset the cost of the P20E route. This funding for the past three years has been awarded for the P21E route. Projects are only eligible for three years of CMAQ funding. The P20E route proposal adds stops to assist the medical facilities as well as utilizing an electric bus on the route for environmental impact and cost efficiency. This funding is subjective to being awarded the grant and is not guaranteed funding for PVTA.

- SATCO/VATCO is reporting a decrease projection in fare revenue of 13.3% for the year. Ridership reports show ridership on those routes down by 10.6%. Pass sales are also down significantly from what was projected.
- Shuttle revenue to Palmer/Ware is showing a decline in revenue possibly due to a budgeting error since ridership has increased this year prior to COVID.
- Paratransit revenue is down due to declined ridership.
- Other revenue is down for Admin and Info systems due to the revenues being classed differently. These will be fixed by final budget and put in the appropriate accounts.
- The Local Assessments show the allowable increase of 2.5% but the COVID virus impact of declined ridership and decreased mileage will affect this amount due to decreases in the local assessments.
- The Other Operating Subsidy line item increased due to new funding opportunities that we were granted but please note that the CMAQ is in this amount which may not be funded.
- Although the Administrator agrees in principle to the formula for the RTA's for Operating Assistance proposed by MARTA, PVRTA is working with MARTA to allocate discretionary funding to PVRTA to account for its service size as compared to the other RTAs.

Expenses:

- The retirees Insurance is increased from FY20 to FY21 due to the addition of a retiree added to the pool.
- FY 20 Security Services for Customer Services at Union Station and Holyoke Transit Center increased due to a rate increase in the security guards per contract.
- FY 20 Planning is over budget due to budgeting difference between previous report and this one.
- Paratransit for the COA's appears to be over budget slightly for FY20. This may be due to the budget layout difference.
- There are insurance claim payments for Paratransit that are over the budgeted amount due to there being a backlog of open claims. The new claims manager has been diligently working to complete as many of those cases in this fiscal year as well as next year.
- The Management contract for First Transit is expiring July of 2020. The FY21 budget reflects an increase in the management services contract.
- The Administration staff wages reflect a 3% increase for staff for FY21 to coincide with previous cost of living raises in past years.
- SATCO/VATCO Equipment/Maintenance and Miscellaneous are under budget due to budget differences between the previous budget and this one.
- SATCO/VATCO Telephone budget is over and Utilities budget is under due to certain expenses being reclassified into the appropriate category to reflect a more complete picture.

- Fuel cost for FY21 is decreased due to SATCO/VATCO Comptroller securing a cost for Diesel at \$1.78 a gallon down from \$2.06 this year. This savings is also reflected in UMass Transit fuel cost.
- The UMass Transit subsidy is showing a decrease of 2.13% due to their FY20 budget coming in under budget. The FY21 budget assumptions are based on the estimated FY 20 budget assumption with a 2% increase. For FY20 the college portion/reimbursement is decreased by their savings since the college costs factor in after PVRTA pays the budgeted \$3.5 million.
- UMass Transit Telephone and Utilities differentials are due to reclassing. This will be fixed by final budget.
- UMass Transit claim payments were not budgeted in the previous budget. Due to a recent major accident, adjustments were made to reflect possible outcome of damages.

Chairman Mayor Narkewicz asked for a motion from the Advisory Board to accept PVRTA's FY21 Draft Budget.

Motion: Moved and seconded (Squindo/Mayor Morse) to accept PVRTA's FY21 Draft Budget.

Chairman Mayor Narkewicz asked if the Board had any discussion. Hearing none; asked for a roll call vote.

| | <u>Yes (53.50 votes)</u> | <u>No (0.00 votes)</u> |
|------------------|--------------------------|------------------------|
| Agawam | Michael Squindo | |
| Amherst | Douglas Slaughter | |
| Belchertown | Brian O'Leary | |
| Chicopee | Steve Huntley | |
| East Longmeadow | Carolyn Brennan | |
| Easthampton | Brendan Rogers | |
| Granby | | |
| Hadley | David Moskin | |
| Hampden | Becky Moriarty | |
| Holyoke | Mayor Alex Morse | |
| Leverett | | |
| Longmeadow | Mark Gold | |
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| Northampton | Mayor David Narkewicz | |
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| Pelham | Karen Willard-Ribeiro | |
| South Hadley | | |
| Springfield | Timothy Sheehan | |
| Sunderland | Geoff Kravitz | |
| Ware | John Carroll | |
| West Springfield | Jim Czach | |
| Westfield | Peter Miller | |
| Wilbraham | Paula Dubord | |
| Williamsburg | J.M. Sorrell | |

ADA Representative
Rider Representative

All present were in favor. Motion passed by a vote of 19-0.

6. REPORT OF THE COMPENSATION COMMITTEE

Doug Slaughter reported that the Compensation Committee met prior to today's Board meeting. The Committee voted to approve the minutes from January 21, 2020; voted to recommend a 3% increase in the Administrator's salary for FY2020 retroactive to July 1, 2019 to the Board for approval and release the three evaluation compilations; and voted to recommend renewing the Administrator's contract for 5 years starting July 1, 2020 through June 30, 2025 with two adjustments to Administrator Sheehan's current Agreement:

1. Term of Employment: Increasing termination notice from 90-day's notice to 120-day's notice.
2. Termination: Increasing severance period from four (4) months to six (6) months.

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

Motion: Moved and seconded (Slaughter/Huntley) to accept the report of the Compensation Committee.

Chairman Mayor Narkewicz asked if the Board had any discussion. Hearing none; asked for a roll call vote.

| | <u>Yes (53.50 votes)</u> | <u>No (0.00 votes)</u> |
|-----------------|--------------------------|------------------------|
| Agawam | Michael Squindo | |
| Amherst | Douglas Slaughter | |
| Belchertown | Brian O'Leary | |
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| Holyoke | Mayor Alex Morse | |
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| Longmeadow | Mark Gold | |
| Ludlow | | |
| Northampton | Mayor David Narkewicz | |
| Palmer | | |
| Pelham | Karen Willard-Ribeiro | |
| South Hadley | | |
| Springfield | Timothy Sheehan | |
| Sunderland | Geoff Kravitz | |

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| Ware | John Carroll |
| West Springfield | Jim Czach |
| Westfield | Peter Miller |
| Wilbraham | Paula Dubord |
| Williamsburg | J.M. Sorrell |
| ADA Representative | |
| Rider Representative | |

All present were in favor. Motion passed by a vote of 19-0.

7. ADMINISTRATOR’S REVIEW & COMPENSATION FOR FY20

Doug Slaughter made the motion to approve a 3% increase in the Administrator’s salary for FY20, retroactive to July 1, 2019 and release the three evaluation compilations.

Motion: Moved and seconded (Slaughter/Gold) to approve a 3% increase in the Administrator’s salary for FY2020, retroactive to July 1, 2019 and release the three evaluation compilations.

Chairman Mayor Narkewicz asked if the Board had any discussion. Hearing none; asked for a roll call vote.

| | <u>Yes (53.50 votes)</u> | <u>No (0.00 votes)</u> |
|------------------|--------------------------|------------------------|
| Agawam | Michael Squindo | |
| Amherst | Douglas Slaughter | |
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| Leverett | | |
| Longmeadow | Mark Gold | |
| Ludlow | | |
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| Sunderland | Geoff Kravitz | |
| Ware | John Carroll | |
| West Springfield | Jim Czach | |
| Westfield | Peter Miller | |
| Wilbraham | Paula Dubord | |
| Williamsburg | J.M. Sorrell | |

All present were in favor. Motion passed by a vote of 19-0.

8. ADMINISTRATOR'S CONTRACT

Doug Slaughter made the motion to renew Administrator Sheehan's Contract for 5 years starting July 1, 2020 through June 30, 2025 with two adjustments to the current Agreement:

1. Term of Employment: Increasing termination notice from 90-day's notice to 120-day's notice.
2. Termination: Increasing severance period from four (4) months to six (6) months.

Motion: Moved and seconded (Slaughter/Squindo) to renew Administrator Sheehan's Contract for 5 years starting July 1, 2020 through June 30, 2025 with two adjustments to the current Agreement:

1. Term of Employment: Increasing termination notice from 90-day's notice to 120-day's notice.
2. Termination: Increasing severance period from four (4) months to six (6) months.

Chairman Mayor Narkewicz asked if the Board had any discussion. Hearing none; asked for a roll call vote.

| | <u>Yes (48.94 votes)</u> | <u>No (0.00 votes)</u> |
|------------------|--------------------------|------------------------|
| Agawam | Michael Squindo | |
| Amherst | Douglas Slaughter | |
| Belchertown | Brian O'Leary | |
| Chicopee | Steve Huntley | |
| East Longmeadow | Carolyn Brennan | |
| Easthampton | Brendan Rogers | |
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| Hadley | David Moskin | |
| Hampden | Becky Moriarty | |
| Holyoke | | |
| Leverett | | |
| Longmeadow | Mark Gold | |
| Ludlow | | |
| Northampton | Mayor David Narkewicz | |
| Palmer | | |
| Pelham | Karen Willard-Ribeiro | |
| South Hadley | | |
| Springfield | Timothy Sheehan | |
| Sunderland | Geoff Kravitz | |
| Ware | John Carroll | |
| West Springfield | Jim Czach | |

Westfield
Wilbraham
Williamsburg
ADA Representative
Rider Representative

Peter Miller
Paula Dubord
J.M. Sorrell

All present were in favor. Motion passed by a vote of 18-0.

9. **APPROVAL OF REMOTE PARTICIPATION FOR PVTA ADVISORY BOARD & SUB-COMMITTEES IN ACCORDANCE WITH 940 CMR 29.10**

Chairman Mayor Narkewicz stated that the Attorney General's Regulations, 940 CMR 29.10, permit remote participation of public bodies in certain circumstances once remote participation has been adopted by the Board.

Permissible Reasons for Remote Participation: The Attorney General's Office encourages members of public bodies to physically attend all meetings, there are only five permitted reasons for remote participation:

- 1) Personal Illness;
- 2) Personal Disability;
- 3) Emergency
- 4) Military Service;
- 5) Geographic Distance.

The member must notify the public body's chair of his or her desire to participate remotely, the chair determines whether the member meets any of the above criteria, thereby making physical attendance unreasonably difficult for him or her.

Any public body using remote participation during a meeting must ensure that the following minimum requirements are met:

1. A quorum of the body, including the Chair or, in the Chair's absence, the person chairing the meeting, must be physically present at the meeting location;
2. Members of a public body who participate remotely and all persons present at the meeting location must be clearly audible to each other; and
3. All votes taken during a meeting in which a member participates remotely must be by roll call vote.

Chairman Mayor Narkewicz asked for a motion from the Board to adopt remote participation of PVTA's Advisory Board and Sub-Committees in accordance with 940 CMR 29.10.

Motion: Moved and seconded (Squindo/Slaughter) to adopt remote participation of PVTA's Advisory Board and Sub-Committees in accordance with 940 CMR 29.10.

Chairman Mayor Narkewicz asked if the Board had any discussion. Hearing none; asked for a roll call vote.

| | | |
|---------|--------------------------|------------------------|
| | <u>Yes (48.94 votes)</u> | <u>No (0.00 votes)</u> |
| Agawam | Michael Squindo | |
| Amherst | Douglas Slaughter | |

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|----------------------|-----------------------|
| Belchertown | Brian O’Leary |
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| Hadley | David Moskin |
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| Ware | John Carroll |
| West Springfield | Jim Czach |
| Westfield | Peter Miller |
| Wilbraham | Paula Dubord |
| Williamsburg | J.M. Sorrell |
| ADA Representative | |
| Rider Representative | |

All present were in favor. Motion passed by a vote of 18-0.

10. PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP)

Director of Transit Operations, Paul Burns, reported on the Public Transportation Agency Safety Plan (PTASP) and stated the following:

The Public Transportation Agency Safety Plan requires operators of public transportation systems that receive FTA grant funds to develop safety plans that include the processes and procedures necessary for implementing Safety Management Systems (SMS). This rule became effective on July 19, 2019 and requires that operators have a system in place by July 20, 2020. The rule applies to all bus transit providers but makes a distinction between small providers (fewer than 100 vehicles in peak service) for whom the state can draft a plan and large providers who must draft their own plans.

PVTA’s safety committee has been working on creating the document which is being presented to the Board today for approval and official adoption by PVTA for submission to the MPO for review.

The PTASP will be reviewed and updated regularly and provides a platform from which PVTA can ensure safety considerations are a prominent focus. To that end, three agency-wide systems have been established and are detailed within the PTASP to codify the safety culture:

- Systemic hazard identification and review of policy effectiveness through PVTA’s Safety Committee,
- Hazard Risk Assessment through Risk Assessment Matrices (RAMs); and

- Review of policy effectiveness through After-Action Reviews (AARs)

These systems will allow PVRTA to comply with FTA requirements and ensure that safety is a primary focus that includes input from employees at all levels of the organization.

A copy of PVRTA’s Public Transportation Agency Safety Plan is included in your board packet.

Chairman Mayor Narkewicz asked for a motion from the Board to approve PVRTA’s Public Transportation Agency Safety Plan.

Motion: Moved and seconded (Slaughter/O’Leary) to approve PVRTA’s Public Transportation Agency Safety Plan.

Chairman Mayor Narkewicz asked if the Board had any discussion. Hearing none; asked for a roll call vote.

| | <u>Yes (48.94 votes)</u> | <u>No (0.00 votes)</u> |
|----------------------|--------------------------|------------------------|
| Agawam | Michael Squindo | |
| Amherst | Douglas Slaughter | |
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| Wilbraham | Paula Dubord | |
| Williamsburg | J.M. Sorrell | |
| ADA Representative | | |
| Rider Representative | | |

All present were in favor. Motion passed by a vote of 18-0.

11. ADVISORY BOARD OFFICERS

PVTA Clerk, Brandy Pelletier, stated the following:

PVTA's Advisory Board Officer terms will be expiring on June 30, 2020. If you are interested in being elected or re-elected to any of the Advisory Board Officer positions (Chairman, Vice Chairman, or Clerk), please email your interest to me so she can forward to the Nominations Committee.

PVTA's rotating representatives, Mobility Representative and Rider Representative, are also expiring. The current community for the Mobility Representative is Northampton and the next community rotating down will be Palmer. The current community for the Rider Representative is Sunderland and the next community rotating up will be Springfield.

12. DIRECTOR OF TRANSIT OPERATIONS REPORT

Director of Transit Operations, Paul Burns, reported the following:

Fixed Route Ridership continues to trail the previous year. There has been a cumulative 2.1% decline in ridership year-to-date. The greatest monthly service loss occurred in December, with a decline in ridership of 8.2%. However, January saw a significant increase in ridership of 6.8%.

PVTA has begun holding Fixed Route rider meetings at various locations in our service area. To date we have held 3 forums, one each at Westfield State University, the Holyoke Transit Center and Union Station. While the first two had limited attendance, we received input from over 30 riders at the Union Station forum. Forums have been tentatively scheduled at a variety of locations around our service area for the remainder of the year, however, dates and locations may need to change in response to Covid-19.

Paratransit ridership continues to see decline in passengers transported compared to the same time period in FY 2018 and 2019. However, while December saw a significant decline in ridership, much of it likely due to weather related issues, 3 of 7 months have shown ridership increases, with January showing a 5.6% increase in ridership and February increasing 3.5%. Year-to-date, paratransit ridership is down 2.9%.

13. ADMINISTRATOR'S REPORT

Administrator Sheehan reported the following:

After analyzing this week's ridership, extensive discussion with PVTA management staff, PVPC staff, the operating entities, PVTA Advisory Board Chairman and both transit operators' union, PVTA modified its service due to the CoViD19 crisis.

PVTA instituted reduced Saturday service levels on the fixed route and paratransit systems on Monday, March 23rd. This decision was been made as an effort to balance our obligation to support much needed access to groceries, pharmacies and employment with the concerns of employees to limit their risk of exposure and to address the workforce logistics of childcare associated with the daycare and K-12 closings. Access to the Customer Centers' counters is limited to 11 a.m. to 2 p.m. ADA in person eligibility certification is being conducted via the phone and the Administration building is closed to the general public except for mail and package delivery. Also, a temporary Covid-19 remote work program was made available to employees who voluntarily wish to do so in coordination with their respective department heads.

We have issued public notices in our vehicles and transfers centers and have updates through social media regarding the Coronavirus. It is our intent to assure passengers and employees that PVRTA is monitoring the situation and basing its response on guidance from the Governor's Baker emergency actions, Centers for Disease Control (CDC) and the Massachusetts Department of Public Health.

We have taken the following actions across our system:

- All vehicles are being thoroughly cleaned daily with disinfectants. We have increased the amount of time and attention our maintenance department spends cleaning each vehicle.
- PVRTA has acquired new disinfecting systems that will allow us to disinfect each vehicle more frequently.
- PVRTA drivers continue to clean high contact areas of the vehicle throughout their shifts, and we continue to provide them with sanitizer, gloves, and disinfecting wipes to use on the vehicle.

Passengers have been encouraged to participate in helping to limit the spread of this virus by maintaining distance between each other whenever possible while riding. Limiting seating in the wheelchair accessible seats except for the elderly and disabled; covering nose and mouth when coughing or sneezing (or by coughing or sneezing into elbow), not littering or leaving any waste behind when departing the vehicle, and most importantly by not riding if they have symptoms such as: a cough, fever or shortness of breath.

I want to acknowledge the efforts of our operators, both fixed route and paratransit, who as front-line employees show up every day to work in this time of uncertainty. Every day I am amazed at their loyalty and commitment to our mission. They really understand their role as essential personnel. I know they are aware that thanks to their dedication, our passengers are extremely grateful transit service is being provided.

14. NEW BUSINESS

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

15. OLD BUSINESS

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

16. ADJOURNMENT

Chairman Mayor Narkewicz asked for a motion to adjourn.

Motion: Moved and seconded (Squindo/Gold) to adjourn.

Chairman Mayor Narkewicz asked if the Board had any discussion. Hearing none; asked for a roll call vote.


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|-----------------|--------------------------|------------------------|
| | <i>Yes (48.94 votes)</i> | <i>No (0.00 votes)</i> |
| Agawam | Michael Squindo | |
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| West Springfield | Jim Czach |
| Westfield | Peter Miller |
| Wilbraham | Paula Dubord |
| Williamsburg | J.M. Sorrell |
| ADA Representative | |
| Rider Representative | |

All present were in favor. Motion passed by a vote of 18-0.

The meeting of the Advisory Board adjourned at 1:04 P.M.

A TRUE RECORD

ATTEST: 
BRANDY PELLETIER

Documents filed with Board Meeting packet:

- Roll Call Votes
- Regular Advisory Board Minutes of 1-22-2020
- FY21 Draft Budget
- Public Transportation Agency Safety Plan
- Mystery Rider Pilot Report – February 2020

Minutes Approved: May 20, 2020