
**MINUTES OF PVTA'S
ADVISORY BOARD MEETING
June 23, 2021**

1. CALL TO ORDER

The Advisory Board Meeting of the Pioneer Valley Transit Authority was held on Wednesday, June 23, 2021 at 12:00 P.M. and was held 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.

	<u>Present (40.51 votes)</u>	<u>Not Present (21.49 votes)</u>
Agawam		Michael Squindo
Amherst	Douglas Slaughter	
Belchertown	Brian O'Leary	
Chicopee		Steve Huntley
East Longmeadow		Alicia Smith
Easthampton		Brendan Rogers
Granby		Glen Sexton
Hadley	David Moskin	
Hampden		Becky Moriarty
Holyoke	Aaron Vega	
Leverett		Peter D'Errico
Longmeadow	Mark Gold	
Ludlow		Tony Goncalves
Northampton	Mayor David Narkewicz	
Palmer	Benjamin Hood	
Pelham		David Shanabrook
South Hadley	Michael Sullivan	
Springfield	Timothy Sheehan	
Sunderland		Geoff Kravitz
Ware	John Carroll	
West Springfield		Mayor William Reichelt
Westfield	Peter Miller	
Wilbraham	Paula Dubord	
Williamsburg	J.M. Sorrell	
ADA Representative		Vacant
Rider Representative		Vacant

A quorum of 31.05 vote being present, Chairman of the Advisory Board, Mayor David Narkewicz, called the remote meeting of PVTA's Advisory Board to order at 12:08 PM; majority vote of 40.51 present.

2. PUBLIC COMMENT

Chairman Mayor Narkewicz asked if any members of the public would like to make a public comment. 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 of the May 19, 2021 Regular Advisory Board Meeting.

Motion: Moved and seconded (O’Leary/Sullivan) to approve the meeting minutes of the May 19, 2021 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</u>	<u>No</u>	<u>Abstained</u>
Agawam			
Amherst	Douglas Slaughter		
Belchertown	Brian O’Leary		
Chicopee			
East Longmeadow			
Easthampton			
Granby			
Hadley	David Moskin		
Hampden			
Holyoke	Aaron Vega		
Leverett			
Longmeadow	Mark Gold		
Ludlow			
Northampton	Mayor David Narkewicz		
Palmer	Benjamin Hood		
Pelham			
South Hadley	Michael Sullivan		
Springfield	Timothy Sheehan		
Sunderland			
Ware	John Carroll		
West Springfield			
Westfield	Peter Miller		
Wilbraham	Paula Dubord		
Williamsburg	J.M. Sorrell		
ADA Representative			
Rider Representative			

Motion passed by a vote of 40.51/0. 13-0.

4. REPORT OF THE FINANCE & AUDIT COMMITTEE

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

The Finance & Audit Committee met remotely on Monday, June 21, 2021. The committee voted to approve the meeting minutes from January 19, 2021 and accept the year-to-date budget to actual report. The committee also voted to recommend to the full board approving the proposed fare modifications to:

- Make Senior Fare-Free Tuesdays Permanent
- Pilot Monthly Fare Capping using PVRTA's Mobile Fare Payment App: MassDOT BusPlus
- Approve the Proposed Fare Structure for Amherst/Worcester Intercity Route

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/Slaughter) to accept the report of the Finance & Audit Committee.

Chairman Mayor Narkewicz asked if the Board had any discussion. Hearing none; asked for a roll call vote to accept the report of the Finance & Audit Committee.

	<u>Yes</u>	<u>No</u>	<u>Abstained</u>
Agawam			
Amherst	Douglas Slaughter		
Belchertown	Brian O'Leary		
Chicopee			
East Longmeadow			
Easthampton			
Granby			
Hadley	David Moskin		
Hampden			
Holyoke	Aaron Vega		
Leverett			
Longmeadow	Mark Gold		
Ludlow			
Northampton	Mayor David Narkewicz		
Palmer	Benjamin Hood		
Pelham			
South Hadley	Michael Sullivan		
Springfield	Timothy Sheehan		
Sunderland			
Ware	John Carroll		
West Springfield			
Westfield	Peter Miller		
Wilbraham	Paula Dubord		
Williamsburg	J.M. Sorrell		
ADA Representative			
Rider Representative			

Motion passed by a vote of 40.51/0. 13-0.

5. APPROVAL OF PROPOSED FARE MODIFICATIONS

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

PVTA is proposing the following fare modifications:

- Make Senior Fare-Free Tuesdays permanent
- Pilot monthly fare capping using PVTA’s mobile fare payment app: MassDOT BusPlus
- Approve the Fare Structure for Amherst/Worcester Intercity Route

PVTA held two public hearings on the proposed fare modifications on June 10, 2021. The hearings were held at 10:00am and 3:00pm to solicit input and feedback on the following:

Senior Fare Free Tuesdays: PVTA is proposing making Senior Fare Free Tuesdays permanent. The program was well received prior to the pandemic. Ridership continues at about 6000 seniors riding on Tuesdays each month. Approximately 75% of Senior Tuesday ridership has returned since the pandemic. There were no comments received in opposition to making this program permanent.

Fare Capping using PVTA’s MassDOT Bus Plus Application as a Pilot: Fare capping is a means by which passengers who have difficulty paying for a 31-day pass upfront can still acquire one on a pay-as-you-go basis. To participate, riders must use the MassDOT BusPlus Mobile Ticketing App to pay their fares and the app will track their pass purchases. Once the rider has paid and activated the equivalent of a 31-day pass, the pass will convert to a 31-day pass for the remainder of the 31-consecutive day time period. Fare Capping decreases the average cost per ride for all rider groups and has positive equity impacts. There were no comments received in opposition to initiating this fare capping pilot program.

Amherst Worcester Fare Structure:

The fare structure outlined below was presented at the public hearings on June 10th. There were no comments received in opposition to this fare structure.

Fares	Amherst	Belchertown	Ware	West Brookfield	Brookfield	East Brookfield	Spencer	Leicester	Worcester
Amherst	X	\$1.50	\$1.50	\$3.50	\$6.00	\$6.00	\$6.00	\$6.00	\$9.00
Belchertown	\$1.50	X	\$1.50	\$3.50	\$6.00	\$6.00	\$6.00	\$6.00	\$9.00
Ware	\$1.50	\$1.50	X	\$3.50	\$6.00	\$6.00	\$6.00	\$6.00	\$9.00
West Brookfield	\$3.50	\$3.50	\$3.50	X	\$3.50	\$3.50	\$3.50	\$3.50	\$6.00
Brookfield	\$6.00	\$6.00	\$6.00	\$3.50	X	\$3.50	\$3.50	\$3.50	\$6.00
East Brookfield	\$6.00	\$6.00	\$6.00	\$3.50	\$3.50	X	X	X	X
Spencer	\$6.00	\$6.00	\$6.00	\$3.50	\$3.50	\$3.50	X	X	X
Leicester	\$6.00	\$6.00	\$6.00	\$3.50	\$3.50	\$3.50	X	X	X
Worcester	\$9.00	\$9.00	\$9.00	\$6.00	\$6.00	\$6.00	X	X	X

Chairman Mayor Narkewicz asked for a motion from the Advisory Board to approve the proposed fare modifications as presented.

Motion: Moved and seconded (O’Leary/Slaughter) to approve the proposed fare modifications as presented.

Chairman Mayor Narkewicz asked if the Board had any discussion. Hearing none; asked for a roll call vote to approve the proposed fare modifications as presented.

	<u>Yes</u>	<u>No</u>	<u>Abstained</u>
Agawam			
Amherst	Douglas Slaughter		
Belchertown	Brian O’Leary		
Chicopee			
East Longmeadow			
Easthampton			
Granby			
Hadley	David Moskin		
Hampden			
Holyoke	Aaron Vega		
Leverett			
Longmeadow	Mark Gold		
Ludlow			
Northampton	Mayor David Narkewicz		
Palmer	Benjamin Hood		
Pelham			
South Hadley	Michael Sullivan		
Springfield	Timothy Sheehan		
Sunderland			
Ware			
West Springfield			
Westfield	Peter Miller		
Wilbraham	Paula Dubord		
Williamsburg	J.M. Sorrell		
ADA Representative			
Rider Representative			

Motion passed by a vote of 39.35/0. 12-0.

6. REPORT OF THE COMPENSATION SUB-COMMITTEE

Doug Slaughter, Chairman of the Compensation Committee, stated that the committee met remotely on June 23, 2021. The committee voted to approve the meeting minutes from March 25, 2020 and voted to recommend to the full Board extending two weeks of Ms. Sheehan’s unused vacation time to be used before the end of this calendar year (December 31, 2021) and paying out two weeks of unused vacation time.

Administrator Sheehan reached out to the Compensation Committee because she has unused vacation time that will expire at the end of this fiscal year (June 30, 2021). She used three weeks and has four weeks remaining. Administrator Sheehan asked the Compensation Committee to consider extending the expiration date on her vacation time or paying out vacation time since it was difficult to take time off during the pandemic. The Compensation Committee felt paying out two weeks and extending two weeks was a fair option. The Compensation Committee consulted with PVTA’s Chief Financial Officer on the financial decision of paying out unused vacation time from a budgetary standpoint and the CFO stated that PVTA’s Administration budget is under budget and paying out two weeks of the Administrator’s vacation time would have a minimal effect on the budget.

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

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

	<u>Yes</u>	<u>No</u>	<u>Abstained</u>
Agawam			
Amherst	Douglas Slaughter		
Belchertown	Brian O’Leary		
Chicopee			
East Longmeadow			
Easthampton			
Granby			
Hadley	David Moskin		
Hampden			
Holyoke	Aaron Vega		
Leverett			
Longmeadow	Mark Gold		
Ludlow			
Northampton	Mayor David Narkewicz		
Palmer	Benjamin Hood		
Pelham			
South Hadley	Michael Sullivan		
Springfield	Timothy Sheehan		
Sunderland			
Ware			
West Springfield			
Westfield	Peter Miller		
Wilbraham	Paula Dubord		
Williamsburg	J.M. Sorrell		
ADA Representative			
Rider Representative			

Motion passed by a vote of 39.35/0. 12-0.

7. ADMINISTRATOR’S BENEFITS

Chairman Mayor Narkewicz asked for a motion from the Advisory Board to approve the Compensation Committee’s recommendation on Administrator Sheehan’s benefits to extend two weeks of Ms. Sheehan’s unused vacation time to be used before the end of this calendar year (December 31, 2021) and pay out two weeks of unused vacation time.

Motion: Moved and seconded (Sullivan/O’Leary) to approve extending two weeks of Ms. Sheehan’s unused vacation time to be used before the end of this calendar year (December 31, 2021) and pay out two weeks of unused vacation time.

Chairman Mayor Narkewicz asked if the Board had any discussion. Hearing none; asked for a roll call vote to approve this one-time benefit change of extending two weeks of Ms. Sheehan’s unused vacation time to be used before the end of this calendar year (December 31, 2021) and pay out two weeks of unused vacation time.

	<u>Yes</u>	<u>No</u>	<u>Abstained</u>
Agawam			
Amherst	Douglas Slaughter		
Belchertown	Brian O’Leary		
Chicopee			
East Longmeadow			
Easthampton			
Granby			
Hadley	David Moskin		
Hampden			
Holyoke	Aaron Vega		
Leverett			
Longmeadow	Mark Gold		
Ludlow			
Northampton	Mayor David Narkewicz		
Palmer	Benjamin Hood		
Pelham			
South Hadley	Michael Sullivan		
Springfield	Timothy Sheehan		
Sunderland			
Ware			
West Springfield			
Westfield	Peter Miller		
Wilbraham	Paula Dubord		
Williamsburg	J.M. Sorrell		
ADA Representative			
Rider Representative			

Motion passed by a vote of 39.35/0. 12-0.

8. APPROVAL OF 2022 ADVISORY BOARD MEETING SCHEDULE

Chairman Narkewicz stated that the proposed 2022 Advisory Board Meeting schedule is included in your Board Packet. All meetings are scheduled in-person and will start at 12:00 noon.

1. Wednesday, January 19

2. Wednesday, March 23
3. Wednesday, May 18
4. Wednesday, June 22
5. Wednesday, August 17
6. Wednesday, September 21
7. Wednesday, November 16

Chairman Mayor Narkewicz asked for a motion from the Advisory Board to approve the 2022 Advisory Board meeting schedule.

Motion: Moved and seconded (O’Leary/Sullivan) to approve the 2022 Advisory Board meeting schedule.

Chairman Mayor Narkewicz asked if the Board had any discussion.

Administrator Sheehan: How would the Board like to handle the remaining meetings for this year now that in-person meetings are allowed. We have three meetings remaining this year in August, September and November.

J.M. Sorrell: Would like to continue to hold meetings remotely for the remainder of this year and resume in-person meetings for 2022.

Aaron Vega: Agrees with J.M.

Peter Miller: This is a question for the Clerk. How is in-person attendance compared to virtual attendance.

PVTA Clerk, Brandy Pelletier: Remote attendance is easier to attain a quorum, but in-person meetings are easier to keep a quorum so it’s about equal.

Michael Sullivan: Virtual works better for the remaining meetings for 2021. Would like the Board to consider moving by consent to minimize roll call votes.

Chairman Mayor Narkewicz asked if the Board had any further discussion. Hearing none; asked for a roll call vote to approve the 2022 Advisory Board meeting schedule.

	<u>Yes</u>	<u>No</u>	<u>Abstained</u>
Agawam			
Amherst		Douglas Slaughter	
Belchertown		Brian O’Leary	
Chicopee			
East Longmeadow			
Easthampton			
Granby			
Hadley		David Moskin	
Hampden			
Holyoke		Aaron Vega	
Leverett			

Longmeadow	Mark Gold
Ludlow	
Northampton	Mayor David Narkewicz
Palmer	Benjamin Hood
Pelham	
South Hadley	Michael Sullivan
Springfield	Timothy Sheehan
Sunderland	
Ware	
West Springfield	
Westfield	Peter Miller
Wilbraham	Paula Dubord
Williamsburg	J.M. Sorrell
ADA Representative	
Rider Representative	

Motion passed by a vote of 39.35/0. 12-0.

9. 2022 RIDER REPRESENTATIVE & MOBILITY IMPAIRED REPRESENTATIVE

PVTA’s Clerk, Brandy Pelletier, stated that the next communities rotating on a yearly basis to serve as PVTA’s 2022 Rider Representative to the Advisory Board rotating up is Northampton and the 2022 Mobility Representative to the Advisory Board rotating down is Westfield. If each of those community members or designees can help pass along the information to get those seats appointed.

10. ADMINISTRATOR’S REPORT/ 11. DIRECTOR OF TRANSIT OPERATIONS REPORT

Administrator Sheehan stated due to the time constraints for this meeting, my report as well as the Director of Transit Operations report is available in the Board Packet and we are available if the Board has any questions.

12. NEW BUSINESS

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

13. OLD BUSINESS

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

14. ADJOURNMENT

Chairman Mayor Narkewicz asked for a motion to adjourn.

Motion: Moved and seconded (O’Leary/Gold) to adjourn.

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

Yes

No

Abstained

Agawam	
Amherst	Douglas Slaughter
Belchertown	Brian O’Leary
Chicopee	
East Longmeadow	
Easthampton	
Granby	
Hadley	David Moskin
Hampden	
Holyoke	Aaron Vega
Leverett	
Longmeadow	Mark Gold
Ludlow	
Northampton	Mayor David Narkewicz
Palmer	Benjamin Hood
Pelham	
South Hadley	Michael Sullivan
Springfield	Timothy Sheehan
Sunderland	
Ware	
West Springfield	
Westfield	Peter Miller
Wilbraham	Paula Dubord
Williamsburg	J.M. Sorrell
ADA Representative	
Rider Representative	

Motion passed by a vote of 39.35/0. 12-0.

The PVRTA Advisory Board Meeting adjourned at 12:56pm.

A TRUE RECORD

ATTEST: _____
BRANDY PELLETIER

Documents filed with Board Meeting packet:

- Roll Call Votes
- Regular Advisory Board Minutes of 5-19-2021
- Proposed Fare Modifications
- 2022 Advisory Board Meeting Schedule

Minutes Approved: August 18, 2021