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**MINUTES OF PVTA'S  
ADVISORY BOARD REGULAR MEETING  
June 29, 2016**

The Advisory Board Meeting of the Pioneer Valley Transit Authority was held on Wednesday, June 29, 2016 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 (34.03 vote)</u></i>	<i><u>Not Present (27.95 vote)</u></i>
Agawam		Richard Theroux
Amherst		Douglas Slaughter
Belchertown	Brian O'Leary	
Chicopee	Steve Huntley	
East Longmeadow	Carolyn Brennan	
Easthampton		Melissa Zawadzki
Granby		Jessica Langlois
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 12:10 PM; majority vote of 34.03 present.

## **2. PUBLIC COMMENT**

Chairman Narkewicz opened the floor for public comments.

No Public Comments.

## **3. APPROVAL OF MINUTES OF MAY 25, 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 May 25, 2016.

**Motion:** Moved and seconded (O'Leary/Huntley) to approve the meeting minutes of PVTA's Regular Advisory Board Meeting held on May 25, 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 PARATRANSIT COMMITTEE**

Carolyn Brennan, Chairperson of the Paratransit Committee, reported that the Paratransit Committee met today at 11:00 AM. The Committee did not have a quorum and met for information purposes. The Committee received an update on PVTA's Council on Aging Pilot Program and the splitting of the van fleet.

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.

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. PVTA is looking at fares of \$1.00 for in-town trips and \$2.00 for out of town trips. Fares will not be the same as the PVTA operated van service because it is not the same service.

Chairman David Narkewicz asked if the Board had any questions or comments regarding the report of 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 (Ishler/Huntley) 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.

## **5. REPORT OF THE ROUTE COMMITTEE**

Chairman of the Route Committee, Brian O’Leary reported that the Route Committee met on prior to today’s Board Meeting. The Committee voted to approve the Route Committee Minutes from May 24, 2016.

The Committee received a report and proposal on the Tiger Trolley. The Tiger Trolley is considered a community circulator. This means that the route should transport a minimum of 5 passengers per revenue hour. During the 22 months of operation the Tiger Trolley has not surpassed more than 3.4 passengers per revenue hour.

The proposal recommends changing the route structure to provide greater access for Holyoke residents to increase overall ridership to minimum standards. Currently the Tiger Trolley uses the Mueller Bridge (Route 202) to connect to South Hadley. The original intent of this routing was to provide service to Lathrop Village resident’s access to the service as well as provide direct service to the South Hadley Public Library. However, there is very little ridership from the Lathrop Village complex. The proposal will instead route the Tiger Trolley through the “Flats” in Holyoke on Lyman Street and use the Vietnam Memorial Bridge (Route 116) into South Hadley. Furthermore, the South Hadley Public Library would become a Transit Access point.

PVTA is required to have public hearings on this proposal as the route structure is being altered by more than 25%. Public hearings on this change would be held in Holyoke and in South Hadley during the summer of 2016. 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.

The Route Committee voted to recommend to the Full Board scheduling of public hearings on the Tiger Trolley for changing the route structure.

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 (Ishler/Talbot) 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 establishing and holding public hearings on the Tiger Trolley.

**Motion:** Moved and seconded (O’Leary/Talbot) to approve establishing and holding public hearings on the Tiger Trolley.

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**

Mary MacInnes, PVTA Administrator, reported the following:

No funding in the draft CIP became \$55.7M in the final CIP. Mass DOT transferred funds from several other projects and indicated they did not have any further funding for the last year of construction.

We will now be doing the New Operations & Maintenance Facility in two phases. We will be seeking federal funds for phase II. MassDOT will be supporting the application. Another opportunity that PVTA will be pursuing is the \$16M available in FY19 TIP that could be flexed to PVTA for the project.

Further good news for PVTA is that the \$55.7M is all state funding so we don't have to re-procure. The project funding is not RTA CAP funds so we can carry over funds from year to year.

On the screens you will see the design for the new electric buses that PVTA will be getting.

## **7. MANAGER OF PLANNING & OPERATIONS REPORT**

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

PVTA's fixed route bus system transported 11,440,650 passengers through May of FY16. This is a 1.0% increase compared to the YTD ridership over the previous Fiscal Year.

PVTA is in the process of completing a bus stop consolidation analysis in Springfield. Currently, PVTA has over 700 bus stops in the city of Springfield. Many of these stops are located less than 1/10 of a mile from each other which can result in additional delay and longer travel times. The PVTA directed the Pioneer Valley Planning Commission to review the ridership at all Springfield stops and produce a proposal for potential stop consolidation. Currently, this proposal is being reviewed by the bus operators and supervisors to identify any oversights or potential changes. Once finalized, this information will be presented to the Springfield Department of Public Works for their comments.

PVTA has completed a review of all shelters located along Tier 1 routes (G1, G2, B7, 30, 31 and B43). Shelters that have been found to be in "poor" condition will be replaced during the summer and early fall of 2016. Shelters in fair condition may be replaced based upon further analysis. The shelters will be replaced with contemporary or Victorian shelters as appropriate for the environment.

PVTA's paratransit service transported 277,209 passengers during FY16. This is an increase of 8.2% compared to FY15.

PVTA held a total of 4 public meetings on 6/27 and 6/28. The meetings were held for ADA riders and Senior Van riders to discuss the upcoming split fleet service plan. Dedicated meeting time was given to speak directly to ADA passengers and Senior Van passengers. In the past PVTA has combined these meetings, which for the customers has been confusing as not all policies or services are available to both groups. The PVTA notified riders through a range of media

including: postcard mailing, robo-call, email and van posters. This notification process resulted in greater participation. In addition to these meetings, private consultations were provided to ADA riders to discuss specific scheduling and other service related issues they have experienced. Individuals interested in these consultations contacted the PVTA prior to meeting, to give staff time to gather information about their trip history to have the ability to have a more in depth conversation with the customer. These consultations result in the consumer having a better knowledge of the service and provide a more personalized solution for the specific service related challenge.

PVTA will be replacing 20 vans in June. There are 2 Ford Transit Connect vehicles remaining that are available for donation. If your community is interested please send a donation request letter to the PVTA.

## **8. APPROVAL OF PUBLIC HEARINGS FOR IMPLEMENTATION OF THE SMART CARD**

Due to a fare media change with PVTA's Smart Card, we are required to hold public hearings. This will be more of an informational type meeting telling riders about the Smart Card.

Chairman Narkewicz asked for a motion from the Advisory Board to approve holding public hearings for implementation of PVTA's Smart Card.

**Motion:** Moved and seconded (O'Leary/Huntley) to approve holding public hearings for implementation of PVTA's Smart Card

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.

## **9. APPROVAL OF PUBLIC HEARINGS FOR COA SENIOR VAN PILOT**

Due to adding a new fare to the fare structure for the COA Senior Van Pilot, we are required to hold public hearings.

Chairman Narkewicz asked for a motion from the Advisory Board to approve holding public hearings for adding a new fare to the fare structure for the COA Senior Van Pilot of \$1.00 for in-town trips and \$2.00 for trips out of town.

**Motion:** Moved and seconded (O'Leary/Huntley) to approve holding public hearings for adding a new fare for the COA Senior Van Pilot of \$1.00 for in-town trips and \$2.00 for trips out of town.

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.

## **10. NEW BUSINESS**

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

## **11. OLD BUSINESS**

Marilyn Ishler asked about the high number of unsafe passenger operations on PVTA's complaint chart included in the packet.

Mr. Rickman stated that the chart shows the number of complaints as well as the number of trips provided overall. Those numbers over a month's time frame is one complaint every couple of days. Any valid complaint is looked into and any necessary procedures are taken to fix the issue.

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

## **12. ADJOURNMENT**

The meeting of the Advisory Board adjourned (Ishler/Talbot) at 12:54 P.M.

**A TRUE RECORD**

ATTEST:

  
**BRANDY PELLETIER**

Documents filed with Board Meeting packet:

- May 25, 2016 Advisory Board Meeting Minutes
- Tiger Trolley proposed route change

**Minutes Approved: October 19, 2016 at Special Advisory Board Meeting**