

**Cape Cod Regional Transit Authority
Advisory Board Meeting
Hyannis Transportation Center
April 20, 2016
9:00 a.m.

Minutes**

A meeting of the Cape Cod Regional Transit Authority Advisory Board was held on Wednesday, April 20, 2016 at 9:00 a.m., at the Hyannis Transportation Center, Hyannis, Massachusetts. The meeting was called to order at 9:00 a.m. by Robert Lawton, Vice Chairman.

Advisory Board members present were: Mark Ells, Barnstable; Bob Cafarelli, Harwich; Bob Lawton, Yarmouth; Bud Dunham, Sandwich; Dorothy Voelker, Yarmouth Port; Jane Perry, Falmouth; John Calahane, Mashpee, Jill Goldsmith, Chatham, Elizabeth Sullivan; Dennis, Dave Panagore; Provincetown, Rae Ann Palmer; Truro.

Others present included: Thomas Cahir, CCRTA; Henry Swiniarski, CCRTA; John Fuller, CCRTA; John Kennedy, MV Transit; Fred Valdivia, MV Transit; Brian Dale, CCRTA; Kathleen Jensen, CCRTA; Paula George, CCRTA, Lynn Ahlgren, CCRTA; Cathy Lynds, CCRTA; Shirley Davies, CCRTA, Lisa McKay, CCRTA; Brant Lowry, MV Transit; Ed Overn, MV Transit; Matt Snyder, MV Transit; Patrick Tierney, Cape Cod Commission; and Jake Voelker.

A 77.67% quorum was determined.

I. Minutes of December 9, 2015 Advisory Board Meeting

Mark Ells moved that the minutes from the December 9, 2015 Advisory Board meeting be approved. Jill Goldsmith seconded. **Approved.**

II. Reports

Administrator Tom Cahir highlighted several CCRTA initiatives included in his Board report and emphasized that CCRTA is ready for the summer season and ridership and revenue continue to increase. Tom then discussed recent staff changes at CCRTA, including: Kathy Jensen taking on the HST role; Paula George taking on Travel Training; and the backfill hires of Shirley Davies replacing Kathy Jensen as Executive Assistant; and Henry Ramage, replacing the recently vacated call center position. Tom then went on to discuss efforts to provide late night service for seasonal summer workers that will result in additional federal funding. Tom also mentioned that CCRTA is getting ready for its fourth season operating the CapeFLYER and noted the Memorial Day event supporting veterans and current service members. CCRTA is also participating with MassDOT and the MBTA in an emergency evacuation drill on May 14th which will simulate a train derailment. In addition, CCRTA is coordinating with the Cape Cod Commission on a number of fronts, including the recently completed Comprehensive Service Assessment and a new study that will identify infrastructure barriers to CCRTA bus stops. Both studies will be presented to the Advisory Board members in June. CCRTA continues progress on the TOD project and will be leasing specific parking lots for Steamship & Hy-Line parking. We are working to finalize a pilot program with Zip Car and partnering with Uber. Through our MAP program the CCRTA will be getting 29 new vehicles this year. Tom then briefly discussed grants, capital spending and HST brokerage software. Tom introduced two new Advisory Board members; Dave Panagore from Provincetown and John Calahane from Mashpee. Tom then discussed how working closely with our transportation operator (MV), CCRTA adjusted its Dial-A-Ride (DART) service delivery model to more efficiently schedule DART requested trips based on ridership trends by geographical location and time, saving a projected \$700,000 in FY16. Tom also shared with the Advisory Board members a significant reduction in fuel costs over the last year resulting from a shift to an Indexed Priced Contract for the purchase of fuel, saving a projected \$400,000 to \$500,000 in FY16.

III. Advisory Board

- **Audit & Finance Committee**

Bob Lawton presented the required independent Advisory Board review of the CCRTA Fiscal Year 2015 Audited Financial Statements. Mr. Lawton indicated that he spoke with Mr. Bruce Norling, CPA, P.C. (audit firm that issued the FY2015 CCRTA audit) on January 27, 2016. Based upon Mr. Lawton's review of the audited financial statements and discussions with Mr. Norling, he indicated that there were no audit findings and that the Authority had a solid financial base. Mr. Lawton also informed the Advisory Board members that the change in the net position of the Authority was related to the first time recognition of the pension liability in accordance with GASB 68. Finally, Mr. Lawton stated that references in the audit report to an Other Post Employment Benefit (OPEB) Trust and an Investment Policy were addressed by the Authority as draft documents that will be presented to the Advisory Board members for discussion and vote at a future Advisory Board meeting. There were no questions by Advisory Board members related to the audit presentation.

Next, Mr. Lawton discussed the budget process and the documents provided to the Advisory Board members summarizing the budget. Mr. Lawton indicated that the Advisory Board Budget Committee met with the Authority on March 28, 2016 and on April 11, 2016 to review and comment on the Authority's FY2017 budget. Mr. Lawton further indicated that the draft budget presented reflects all suggestions offered by the Budget Committee, who recommends approval of the Authority's FY2017 budget by the Advisory Board members.

A roll call vote was taken to approve the FY2017 Budget as submitted:

- **Barnstable - Yes**
- **Chatham - Yes**
- **Dennis - Yes**
- **Falmouth - Yes**
- **Harwich - Yes**
- **Mashpee - Yes**
- **Provincetown - Yes**

- Sandwich - Yes
- Truro - Yes
- Yarmouth - Yes
- Yarmouth - Yes

IV. New Business -

Tom talked about a vehicle request from CORD. Jane Perry noted that CORD does a lot of trips to Boston for advocacy hearings and was pleased to hear of this donation.

A vote was taken on this request from CORD for a vehicle:

Jane Perry moved the motion and Mark Ells seconded. Approved unanimously.

V. Old Business

Mark Ells (Town of Barnstable) discussed a comprehensive parking survey and requested to meet with Tom and representatives of all other concerned communities a couple of times a year to address parking issues. Dave Panagore (Provincetown) expressed interest in this as well.

Jane Perry (Falmouth) asked Tom about a meeting last week regarding extending the commuter rail from Middleborough to Buzzards Bay. Tom said MassDOT is in the process of determining if a pilot project is feasible.

Jane Perry thanked the CCRTA for providing transportation services for officers and out of town dignitaries to attend the funeral services for a fallen police officer (originally from Falmouth) who was killed while on duty in Florida.

Jane Perry asked that the CCRTA budget and advisory board information be listed on our website.

Jane Perry also discussed making the entrances to the CCRTA more accessible for disabled people.

Mark Ells suggested a simple link on our website to view documents related to the advisory board.

VI. Public Questions/Concerns

None

VII. Adjournment

Bob Lawton moved to adjourn, Jill Goldsmith seconded. Approved unanimously.

Meeting adjourned at 9:50 a.m.

I hereby certify that, to the best of my knowledge, the foregoing minutes are accurate and complete. These minutes were unanimously approved by the Advisory Board Members at its June 15, 2016 meeting without any corrections or notations.



George H. Dunham
Clerk of the Advisory Board