

**Cape Cod Regional Transit Authority
Advisory Board Meeting
Hyannis Transportation Center
May 6, 2015**

Minutes

A meeting of the Cape Cod Regional Transit Authority Advisory Board was held on Wednesday, May 6, 2015 at 9:00 a.m., at the Hyannis Transportation Center, Hyannis, Massachusetts. The meeting was called to order at 9:02 a.m. by Tom Guerino, Chairman.

Board members present were: Tom Guerino, Bourne; Mark Ells, Barnstable; Bob Cafarelli, Harwich; Elizabeth Sullivan, Dennis; Bob Lawton, Yarmouth; Bud Dunham, Sandwich; Dorothy Voelker, Yarmouth Port; Roy Jones, Brewster; Dave Schropfer, Eastham; Jane Perry, Falmouth; Rae Ann Palmer, Truro.

Others present included: Thomas Cahir, CCRTA; Catherine Lynds, CCRTA; Henry Swiniarski, CCRTA; John Fuller, CCRTA; John Kennedy, MV Transit; Fred Valdivia, MV Transit; Ed Overn, MV Transit, Brian Dale, CCRTA; Kathleen Jensen, CCRTA; Paula George, CCRTA, Lynn Ahlgren, CCRTA; Ed Voelker.

A 74.01% quorum was determined.

I. Minutes of January 21, 2015 Advisory Board Meeting

Bud Dunham moved that the minutes from the January 21, 2015 Board meeting be approved. Jane Perry seconded. Dave Schropfer and Rae Ann Palmer abstained. **Approved.**

II. Reports

Administrator Cahir opened his report to the Advisory Board by thanking the Audit and Finance Committee members for providing their expertise and guidance with the development of the CCRTA Fiscal Year 2016 Budget. Mr. Cahir then provided a brief overview of the cost and service efficiency initiatives undertaken by the recently established Best Practice and Policy Working Group. Mr. Cahir indicated that one major area of focus of this group is efficiency improvements to the delivery of DART bus service, including the implementation of a revised "No Show" policy. Mr. Cahir also provided a brief update on the revised CCRTA Employee Handbook.

Next, Mr. Cahir highlighted the planned service improvements for the CapeFLYER 2015 season, which are expected to significantly increase ridership. Mr. Cahir also noted that the CCRTA was notified that it was awarded 29 new vehicles under the Mobility Assistance Program (MAP) and that CCRTA received an FTA Innovative Technology Challenge Award at the recently held NEPTA conference in Hartford, Connecticut.

Jane Perry asked about the summer trolleys. Cahir answered that we will have trolleys for Falmouth and Hyannis. Perry mentioned that it is not convenient for disabled people climbing the stairs and uncomfortable for passengers who use the buses for transportation.

III. Advisory Board

- Executive Committee – No report
- Audit & Finance Committee

Bob Lawton presented the required independent Advisory Board review of the CCRTA Fiscal Year 2014 audited financial statements. Mr. Lawton indicated that he spoke with Mr. Bruce Norling, CPA, P.C. (audit firm that issued the FY2014 CCRTA audit) on April 8, 2015. Based upon Mr. Lawton's review of the audited financial statements and discussions with Mr. Norling, he reported that it was a very good audit and that there were no audit issues identified. 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. Tom Guerino thanked the members of the Audit and Finance Committee and CCRTA staff for their efforts.

- **A roll call vote was taken to approve the FY16 Budget as submitted:**
 - **Barnstable - Yes**
 - **Bourne - Yes**
 - **Brewster - Yes**
 - **Dennis - Yes**
 - **Eastham - Yes**
 - **Falmouth - Yes**
 - **Harwich - Yes**
 - **Sandwich - Yes**
 - **Truro - Yes**
 - **Yarmouth - Yes**
 - **Yarmouth Port - Yes**

Bud Dunham noted that the proposed Cape Cod RTA Employee Manual has been updated to reflect the changes over the last several years, including the incorporation of the CCRTA into the Barnstable County Retirement Association. Tom Guerino mentioned that the Town of Bourne Employee Manual will be updated using some of the policies from the CCRTA Employee Manual.

Roy Jones moved to approve the Employee Manual, Mark Ells seconded, approved unanimously.

- Fare & Service – No report
- Rail Committee – No report

IV. New Business

Jane Perry asked whether the CCRTA will be increasing fares. Cahir answered that we have no plans to do so. Dave Schropfer suggested the CCRTA look into Electric Charging Stations for our parking lots. Cahir answered that we have two in the East lot. Schropfer then said we have a wonderful DART service but it is not well known and the need for more marketing. Roy Jones agreed that more marketing needs to be allocated to the service. Tom Guerino suggested we revisit the issue in the next Board Meeting.

V. Old Business

None

VI. Public Questions/Concerns

None

VII. Adjournment

Bud Dunham moved to adjourn, Roy Jones 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.

George H. Dunham
Clerk of the Advisory Board

These minutes will be formally considered by the Advisory Board at its next meeting, and any corrections or notations will be incorporated in the minutes of that meeting.