

**Cape Cod Regional Transit Authority  
Advisory Board Meeting  
Hyannis Transportation Center  
December 9, 2015  
9:00 a.m.**

**Minutes**

A meeting of the Cape Cod Regional Transit Authority Advisory Board was held on Wednesday, December 9, 2015 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.

Board members present were: Mark Ells, Barnstable; Bob Cafarelli, Harwich; Bob Lawton, Yarmouth; Bud Dunham, Sandwich; Dorothy Voelker, Yarmouth Port; Jane Perry, Falmouth; Dave Schropfer, Eastham; Tom Mayo, Mashpee, Myra Suchenicz, Orleans.

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.

A 62.98% quorum was determined.

**I. Minutes of September 16, 2015 Advisory Board Meeting**

Dave Schropfer moved that the minutes from the September 16, 2015 Board meeting be approved. Dorothy Volker seconded. Jane Perry abstained. **Approved.**

**II. Reports**

Administrator Tom Cahir reviewed highlights of the several reports including the success of the new Hyannis Loop and Financial and HST audits, each concluded with no findings. He also noted the productive relationship CCRTA has established with MV Transit over the last several years. In addition, Cahir indicated that the current Operating contract with MV will expire at the end of September 2016, which will require CCRTA to undertake a new procurement process for these services. Cahir then

announced Paula George's transition from her HST role to a new Travel Training position.

Jane Perry inquired about the new vehicles we are obtaining and explaining that the ½ step that a few of our buses have is difficult for some of our seniors and disabled customers. John Kennedy stated that all buses are ADA compliant. Cahir said we will look into this issue.

Perry asked about the Budget Process and stated that there were concerns about the cutbacks in service in Falmouth. Cahir explained that there was a very comprehensive review of our service to create more efficient service and that to date we had not received complaints from the community. He indicated that the Authority would continue to monitor the situation.

Perry then asked about the Travel Training and how it will be communicated to our area. Paula George answered that she would be developing a comprehensive outreach program which would include social service agencies and the Councils on Aging. It was mentioned that local cable stations would be an effective way to reach communities.

Dave Schropfer expressed how pleased he was with the flexibility of the dispatchers in regards to a trip he had taken. A scheduled bus was running late due to an accident and our dispatchers were able to send a deadhead bus from Provincetown to pick him up and a few passengers that were waiting with him. The driver was able to re-route to avoid traffic.

Perry conveyed her thanks for the new Bus Shelter placed in Falmouth.

Mark Ells acknowledged the participation of the CCRTA in the Strategic Planning meeting at the Barnstable COA.

### **III. Advisory Board**

- Executive Committee – No report
- Audit & Finance Committee
  - Vice Chairman Lawton indicated that he will be contacting the Norling audit firm to independently discuss the Fiscal Year 2015 audit of the

CCRTA and plans on reporting back to the full Advisory Board at the next meeting.

- The Audit and Finance Committee will be meeting at the beginning of the next calendar year to initiate the 2017 Budget process.
- Fare & Service – Cahir stated that Jane Perry expressed interest in participating on this committee.
- Rail Committee – no report.

#### **IV. New Business -**

Dave Schropfer discussed the lack of use for the seasonal Bike Shuttle. Cahir noted that the CMAQ grant used for the shuttle has ended and therefore this service is being terminated.

#### **V. Old Business**

#### **VI. Public Questions/Concerns**

None

#### **VII. Adjournment**

**Tom Mayo moved to adjourn, Bud Dunham seconded, approved unanimously.**

Meeting adjourned at 9:40 a.m.

I hereby certify that, to the best of my knowledge, the foregoing minutes are accurate and complete.

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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.