

BERKSHIRE REGIONAL TRANSIT AUTHORITY
MEETING OF THE ADVISORY BOARD

December 3, 2015

4:00 p.m.

BRTA Intermodal Transportation Center

One Columbus Avenue, Pittsfield, MA 01201

MINUTES

Berkshire Regional Transit Authority Advisory Board Members Present:

William Elovirta, Becket; John Boyle, Dalton; William Cooke, Great Barrington; Jeanne Carmel, Hinsdale; Peter Gallant, Lanesborough; Sandra Lamb, North Adams; Leonard Lipton, Pittsfield; and Brian O'Grady, Williamstown.

Mr. Cooke was contacted via phone for the board to have a quorum. The action items that needed to be voted upon were discussed first and Mr. Cooke hung up.

Mr. O'Grady arrived after the voting was complete and Ms. Carmel left the room during the voting.

Berkshire Regional Transit Authority Advisory Board Members Absent:

Jeffrey Snoonian, Adams; Lucy Prashker, Alford; Mark Webber, Cheshire; Carl McKinney, Clarksburg; Bruce Bernstein, Egremont; Neil Oleson, Florida; Marianne Somes, Lanesborough; Ronald Giancola, Lee; Channing Gibson, Lenox; Steven Weisz, Monterey; James Lovejoy, Mount Washington; Donald Hawley, Otis; Alan Hanson, Richmond; Nadine Hawver, Sheffield; Stephen Shatz, Stockbridge; Mike Case, Washington; and Douglas McNally, Windsor.

Also present: Robert Malnati, Sarah Vallieres, and Lisa Parise - BRTA staff; Kurt Dand and Doug Roelfs- BTM; Clete Kus- BRPC; Gary Stergis- Peru; and Patti Annechiarico.

	Voting Shares	Present	
Adams	2.10	0.00	
Alford	1.00	0.00	
Becket	1.02	1.02	
Cheshire	2.02	0.00	
Clarksburg	1.00	0.00	30.50 shares
Dalton	2.06	2.06	needed for
Egremont	1.00	0.00	quorum
Florida	1.00	0.00	
Great Barrington	3.68	0.00	31.85 present
Hinsdale	1.30	1.30	
Lanesborough	2.57	2.57	
Lee	3.77	0.00	
Lenox	3.04	0.00	
Monterey	1.00	0.00	
Mt. Washington	1.00	0.00	
North Adams	4.40	4.40	
Otis	1.00	0.00	
Pittsfield	18.12	18.12	
Richmond	1.02	0.00	
Sheffield	1.02	0.00	
Stockbridge	2.55	0.00	
Washington	1.00	0.00	
Williamstown	2.32	2.32	
Windsor	1.01	0.00	
Disability Community	1.00	0.00	

1) **ROLL CALL**

Meeting was called to order at 4:07 p.m.

2) **PERU BRTA MEMBERSHIP- VOTE**

Mr. Gallant made a motion to accept Peru as a member of the BRTA. Mr. Lipton seconded the motion, which passed unanimously.

3) **MINUTES OF OCTOBER 1, 2015- MEETING- VOTE**

Mr. Lipton made the motion to accept the minutes of the October 1, 2015 meeting. Mr. Boyle seconded the motion, which passed unanimously.

4) **CASH BUDGET FOR AUGUST- SEPTEMBER 2015- VOTE**

Mr. Elovirta made the motion to accept the cash reports from August-September 2015. Mr. Boyle seconded the motion, which passed unanimously.

5) **ADMINISTRATOR'S REPORT**

FY 15 ANNUAL REPORT

BRTA has been working with TSM Design to create an annual report to be distributed to the Board, Town Halls, Chambers of Commerce, Legislative delegation, and agencies BRTA has contact with. These are not financial statements, but meant to inform others what BRTA does within the communities served and provide a synopsis of last year. Mr. Malnati highlighted the fact that the BRTA's administrative costs were only 6%. The report was distributed at the Board Meeting.

TRAVEL TRAINING

BRTA has augmented the Charlie Card outreach vehicle to include Travel Training for anyone unfamiliar with the services BRTA provides. Recently flyers, posters, and a brochure were produced to promote this training service. BRTA has two certified trainers that have worked with the community to instruct new customers on how to navigate the BRTA bus system. If anyone is interested in travel training they can send an email to: traveltraining@berkshirerta.com and one of our certified travel trainers will respond to your inquiry.

SYSTEMWIDE MAP

BRTA has released a new colorized map showing the current fixed route service area along with some informational details regarding demand stops, RouteShout, and transfers. The map is on our website at www.berkshirerta.com. These posters will be located in all BRTA bus shelters, town halls, COAs, BRPC, and schools. Additional copies will be available at the BRTA.

RFP TRANSIT MANAGEMENT

BRTA issued on October 30, 2015 the Request for Proposals (RFP 2016-01) for Transit Management Services. This solicitation is for the management and operations of the fixed route and paratransit services beginning on July 1, 2016. Responses are due on December 14, 2015 and will be reviewed and scored by the Review Committee. Mr. Malnati mentioned that Ms. Vallieres is looking for board members to serve on the selection committee.

6) BUDGET YTD

Mr. Malnati gave an overview of the budget through September.

7) RIDERSHIP YTD

Mr. Malnati provided an overview of the ridership. Total Ridership is up 0.61%, Fixed Route is up 2.20%, Paratransit is down 10.49%, and BRTA HST Brokerage is up 11.25%. The numbers of bicycles have increased 21.32% and wheelchairs have increased 12.56%.

8) OLD BUSINESS

None discussed

9) NEW BUSINESS

Mr. Malnati mentioned the board will be receiving new voting sheets for the next meeting. Peru will be added to those sheets. There was some discussion the how the weight of the voting share.

BRTA now has a link available on our website to track your bus on the systemwide map, "Where's the Bus?" We will be looking to come out with a QR code to generate the same information.

Mr. Malnati announced that Ms. Vallieres submitted her first grant application and all went well. Ms. Vallieres has also been doing some networking out in the community, and will be attending different functions. There was discussion and ideas from the Board on where and when outreach opportunities are available.

10) NEXT MEETING DATE/TIME

March 31, 2016 at 4:00 p.m.

11) ADJOURNMENT

Ms. Carmel made the motion to adjourn. Mr. Stergis seconded the motion.