

BERKSHIRE REGIONAL TRANSIT AUTHORITY
MEETING OF THE ADVISORY BOARD

September 27, 2018

4:00 PM

BRTA Intermodal Transportation Center

One Columbus Avenue Pittsfield, MA 01201

MINUTES

Berkshire Regional Transit Authority Advisory Board Members Present:

Christine Hoyt, Adams; John Boyle, Dalton; Harvey Drosehn, Hinsdale; Peter Gallant, Lanesborough; Edward Lane, Lenox; Sherry Youngkin, New Ashford; Sandra Lamb, North Adams; Sheila Irvin, Pittsfield; and Douglas McNally, Windsor. Jamie Minacci, Stockbridge arrived after the Minutes vote, during the Administrator's Report.

Berkshire Regional Transit Authority Advisory Board Members Absent:

Peggy Rae Henden-Wilson, Alford; William Elovirta, Becket; Mark Webber, Cheshire; Carl McKinney, Clarksburg; Bruce Bernstein, Egremont; Neil Olsen, Florida; William Cooke, Great Barrington; Steve Moritz, Lee; Donald Coburn, Monterey; Jim Lovejoy, Mt. Washington; William Hiller, Otis; Caleb Mitchell, Peru; Alan Hanson, Richmond; Renee Wood, Sheffield; Richard Grillion, Washington; Brian O'Grady, Williamstown.

Also, present: Robert Malnati, Sarah Vallieres, and Barbara White - BRTA staff; Patti Annechiarico; Clete Kus, BRPC; Jonathan Levine, Pittsfield Gazette; and Jeff Lowenstein, BIO.

	Voting Shares	Present	
Adams	2.18	2.18	
Alford	1.00	0.00	
Becket	1.05	0.00	
Cheshire	2.12	0.00	
Clarksburg	1.00	0.00	33.00
Dalton	2.12	2.12	needed for
Egremont	1.00	0.00	quorum
Florida	1.00	0.00	
Great Barrington	3.82	0.00	37.55 present
Hinsdale	1.29	1.29	40.27 after minute's
Lanesborough	2.87	2.87	vote
Lee	3.82	0.00	
Lenox	3.21	3.21	
Monterey	1.00	0.00	
Mt. Washington	1.00	0.00	
New Ashford	1.00	1.00	
North Adams	4.93	4.93	
Otis	1.00	0.00	
Peru	1.00	0.00	
Pittsfield	18.95	18.95	
Richmond	1.02	0.00	
Sheffield	1.02	0.00	
Stockbridge	2.72	2.72	
Washington	1.00	0.00	
Williamstown	2.88	0.00	
Windsor	1.00	1.00	
Disability Community	1.00	0.00	

1) **ROLL CALL**

Meeting was called to order at 4:00 PM.

2) **MINUTES OF July 26, 2018 MEETING- VOTE**

Mr. McNally made a motion to accept the minutes of the July 26, 2018 meeting. Mr. Boyle seconded the motion, which passed unanimously.

3) **ADMINISTRATOR`S REPORT**

Mr. Malnati reported that the September 4th service changes, went smoothly. BRTA updated the website, schedules, fare boxes, maps, and posters. Both staff and a few customers reviewed the changes in the schedules for quality control. Mr. Malnati gave compliments to the staff and customers who reviewed the drafts for accuracy. The new material was posted, a week ahead of the changes, at the: ITC, bus shelters, buses, and throughout the BRTA communities. He received only one phone call requesting more posters and supplies.

Mr. Malnati stated the RTAs were collectively funded \$88 million with \$2 million held by MassDOT for RTAs with a budget deficit (Worcester and Springfield). A task force is being assembled to decide how the remaining \$4 million will be distributed. The task force will consist of 3 designees from the Governor and 3 selected from MARTA. The meetings are open to the public. Mr. McNally asked who was selected by the RTAs. Mr. Malnati stated the three Governor designees were Ed Carr from Metro West, Tom Cahir from Cape Cod, and Ray Ledoux from Brockton. The RTAs designees were Sandra Sheehan from Springfield, Angie Grant from Martha's Vineyard, and Eric Rousseau from New Bedford. Mr. Malnati has been asked to participate on the HST subcommittee. He will inquire how the Berkshires are going to be represented and how BRTA could receive part of that funding. There are still questions that need to be answered, i.e. does it need to be used by June 30th as it is state funding. Ms. Irvin crafted a letter from the BRTA Advisory Board expressing concern that Berkshire County is not represented within the RTA Task Force. The Berkshire Legislative Delegation, Berkshire Regional Planning Commission, and the Berkshire County Selectman sent similar letters. Mr. Malnati stated he has copies of those letters if anyone want to see them.

Mr. Malnati said the audit was completed by Adelson & Company in August. The Finance Committee met with the auditor to review it. He will speak more about the audit on agenda item 4. The annual borrowing of \$4.75 million was sent out on September 12th, with bids due on September 17th. Three bids were received and the lowest was TD Securities with a net interest cost of 2.097896%. Next year the borrowing will be done at the beginning of August, as the end of September is a busy time of year.

Mr. Malnati has been communicating with Solect Energy for the past couple of months. They propose to put solar panels at Downing Parkway on the roof and provide the maintenance on them for twenty years. There will be enough power generated to supply our current electrical needs and to help reduce costs. In the near future, BRTA will be exploring an electric bus and this will help offset the costs. There is also a possibility to set up a solar parking canopy on the side where the employees and Paratransit vehicles are parked. There is no cost to the BRTA but how many years before they degrade. Mr. Drosehn stated they are continuously degrading and to be very careful if you have demand metering. Read their contract and cover all of BRTA's bases. When they install them, make sure they cover any damages to the roof. Mr. McNally stated with the

current technology, it is guaranteed 80% efficiency for up to 20 years. Mr. Gallant asked about BRTA's estimated costs. Mr. Malnati stated \$2,000 a month for in electric. Mr. Drosehn stated to do the math to see what BRTA is paying per kilowatt. Mr. Lane cautioned there are a lot of things that can sneak up and to do your homework. Mr. Gallant asked if they have a buyback program to which Mr. McNally stated we don't own this. Mr. Boyle agreed and said that Dalton withdrew their solar array project because of the tariff on solar panels. Ms. Irvin stated we are fortunate our attorney is looking at it.

Mr. Malnati is working with McMahon and Associates on a transportation survey to find out where people live and work for the last mile of travel. The survey is online and can be taken on the kiosk at the ITC. So far, 79 people have taken the survey but not completely filling it all out. McMahon changed it with some of the maps being mandatory. Ms. Hoyt asked how long the survey is running. Mr. Malnati replied a month or maybe two. Ms. Hoyt asked if he would like members of the Advisory Board to push it out to their constituents. Mr. Malnati replied yes.

Mr. Malnati mentioned the BRTA attended a recent kick off meeting for the Tyler Streetscape project. This provides a voice in placing bus stop signs, bus stops, and bus shelters. As the street is developed, they are thinking of cut-outs or widening of the street.

The Charlie Card Information Bus attended BCC's picnic, the Adams Wellness Fair, and Pittsfield's 3rd Thursday. The BRTA banners were on display as well as table presentations. If you would like the Charlie Card Van or Travel Trainer to come to your community or event, let BRTA know and this will be add to the public schedule.

4) FY2018 FINANCIAL STATEMENTS – VOTE

Mr. Malnati explained the excerpts of the draft financial statements that was distributed at the meeting. The auditor issued a clean statement with no findings, unmodified with no deficiencies. There was a recommendation to BTM to use timecards and update accounting policies, to which BTM is working on. Mr. McNally made a motion to accept the FY2018 Financial Statements. Mr. Boyle seconded that motion which passed unanimously.

5) CASH REPORTS June 2018 and July 2018– VOTE

Ms. Lamb made a motion to accept the June and July 2018 cash reports. Mr. McNally seconded that motion which passed unanimously.

6) BUDGET YTD

Mr. Malnati gave an overview of the budget. Fixed Route fares are down, Paratransit is down, and Fixed Route expenses are down. Administrative expenses are under budget. HST is under budget. Total expenses were underbudget by \$3,400.

7) RIDERSHIP YTD

Mr. Malnati discussed the August Ridership Report that was passed out during the meeting. The fixed route is up 2200 customers; non-ADA services are down; ADA is up; COA is up 600 trips; MassHealth transportation is down 2.65%; and bikes are down. The total ridership is up 2.6%. The route 34 is the number one in wheelchairs and the route 1 is second.

8) **OLD BUSINESS**

None discussed.

9) **NEW BUSINESS**

None discussed.

10) **NEXT MEETING DATE/TIME**

October 25, 2018 is scheduled **tentatively** at 4:00 PM pending information from the RTA Task Force. Ms. Lamb stated the Finance Meeting should be changed to 2 PM. Mr. Malnati agreed. Next meeting is January 24, 2019 at 4 PM.

11) **ADJOURNMENT**

Mr. Boyle made a motion to adjourn the meeting. Mr. Gallant seconded the motion which passed unanimously.

F E N A L