

BERKSHIRE REGIONAL TRANSIT AUTHORITY  
MEETING OF THE ADVISORY BOARD

May 26, 2022  
4:00 PM

**ADVISORY BOARD MINUTES**

**Berkshire Regional Transit Authority Advisory Board Members Present:**

Andrea Wadsworth, Lee; Sherry Youngkin, New Ashford; Sandra Lamb, North Adams; Sheila Irvin, Pittsfield; Rene Wood, Sheffield; Brian O’Grady, Williamstown; Douglas McNally, Windsor; and Brian Morrison, Rider Representative. Jamie Minacci, Stockbridge arrived during the Administrator’s Report.

**Berkshire Regional Transit Authority Advisory Board Members Absent:**

Christine Hoyt, Adams; Peggy Rae Henden-Wilson, Alford; William Elovirta, Becket; Jennifer Morse, Cheshire; Ronald Boucher, Clarksburg; John Boyle, Dalton; Melanie Torrico, Egremont; Neil Olson, Florida; Tate Coleman, Great Barrington; Richard Scialabba, Hinsdale; Gordon Hubbard, Lanesborough; MaryBeth Mitts, Lenox; Justin Makuc, Monterey; Jim Lovejoy, Mt. Washington; William Hiller, Otis; James Welch, Peru; Alan Hanson, Richmond; Melanie Glynn, Savoy; and Kent Lew, Washington.

Also, present: Robert Malnati and Sarah Vallieres, BRTA staff; Rauley Caine and Accem Scott, BTM staff; and Brittany Polito, iBerkshires.

	Voting Shares	Present
Adams	2.22	0.00
Alford	1.00	0.00
Becket	1.00	0.00
Cheshire	2.70	0.00
Clarksburg	1.00	0.00
Dalton	2.78	0.00
Egremont	1.00	0.00
Florida	1.00	0.00
Great Barrington	3.33	0.00
Hinsdale	1.33	0.00
Lanesborough	2.36	0.00
Lee	3.42	3.42
Lenox	4.22	0.00
Monterey	1.00	0.00
Mt. Washington	1.00	0.00
New Ashford	1.14	1.14
North Adams	5.42	5.42
Otis	1.00	0.00
Peru	1.00	0.00
Pittsfield	19.25	19.25
Richmond	1.00	0.00
Savoy	1.00	0.00
Sheffield	1.03	1.03
Stockbridge	2.74	2.74
Washington	1.00	0.00
Williamstown	2.58	2.58
Windsor	1.00	1.00
Disability Community	1.00	0.00
Rider Representative	1.00	1.00
		34.75 needed for quorum
		34.84 present at roll call
		37.58 present during Administrator’s Report

1) **ROLL CALL**

S. Irvin called the Advisory Board meeting to order at 4:04 PM and there was a quorum of 34.84 present.

2) **MINUTES OF THE APRIL 28, 2022 MEETING - VOTE**

R. Wood made a motion to accept the minutes of the April 28, 2022 meeting. D. McNally seconded the motion. Discussion: In Section 5, 3<sup>rd</sup> paragraph add the word "session". The amended minutes were passed and the motion carries, with B. O'Grady abstaining.

Town	(2) Minutes of April 28, 2022	(4) Draft FY 23 Budget	(5) Cash Report April 2022	(6) Election of Officers	12) Adjournment
Lee	Yes				
New Ashford	Yes				
North Adams	Yes				
Pittsfield	Yes				
Sheffield	Yes				
Stockbridge	---				
Williamstown	Abstained				
Windsor	Yes				
Rider Representative	Yes				

3) **ADMINISTRATOR'S REPORT**

R. Malnati explained the Advisory Board meeting will now be in person, as Governor Baker's COVID-19 remote meeting provisions will expire in July. The By-laws were sent to all Board members, as well as materials on Open Meeting Laws and Conflict of Interest. These will both be annual exercises for the BRTA Advisory Board members. There will be the annual Orientation for new Advisory Board members scheduled soon. Masks are still available to those who want them. At the ITC, they go through a couple boxes a week. Ridership through April 2022 for the fixed route is 18.5% above last year. The YTD ridership through April represents 81% of FY 20. Paratransit remains at 74.8% of FY 20 ridership levels through April. The State budget is not going well. The House remained at 94M, with no cost of living or workforce retention increases. The Senate is working on 94M, with \$2.5M discretionary amount for means tested discounted or fare free programs. BTM has been conducting monthly CDL permit classes with MassHire and they have been able to hire drivers from this collaboration. The Administrator was on WTBR's Morning Drive program promoting the approved service changes and was well received. He will be on the show again after July. The Approve Service Changes document is on the website and printed versions in both English and Spanish. The Finance Committee reviewed the BRTA's Draft Budget and is a votable item at this meeting. The BRTA will be applying for a Federal grant to replace 3 older vehicles with hybrid electric buses, the replacement of 1 smaller vehicle, and the replacement of the 20-year-old HVAC.

Discussion: Berkshire Benchmarks may be able to help with grants.

Discussion: Some of the BRTA By-laws may be too old and have committees that are no longer active. R. Malnati will review and let the Advisory Board know his findings.

**4) DRAFT FY23 BUDGET – VOTE**

R. Malnati discussed meeting with the Finance Committee and provided an overview of Draft FY23 Budget. He provided an overview of the budget assumptions and the budget. This is a very conservative approach using the State level funded at \$94M and presents a balanced budget. The evening discretionary funding will be ending on June 10, 2022. There is a 2-year lease with BRTA’s tenant, Anteris. This is the final year of the Federal grant appropriations of COVID-19 funding. Fuel is not locked into a contract due to the current high costs and will wait a few months. This is the 2<sup>nd</sup> year of the labor contract and the Administrative staff will see a 4% wage increase.

D. McNally made a motion to accept the Proposed FY2023 Budget. A. Wadsworth seconded the motion. Discussion: State funding and Federal funding, will there be more services added if the State funding is higher. R. Malnati explained that it depends on the amount, but probably just an adjustment. All stated aye and the motion carried. FY2023 Proposed Budget was passed unanimously.

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North Adams		Yes			
Pittsfield		Yes			
Sheffield		Yes			
Stockbridge		Yes			
Williamstown		Yes			
Windsor		Yes			
Rider Representative		Yes			

**5) CASH REPORT APRIL 2022-VOTE**

R. Malnati shared the cash reports for April 2022. This is a copy of the balanced checkbook and is available on the BRTA website.

A. Wadsworth made the motion to accept the Cash Report for April. S. Lamb seconded the motion. Discussion- What is the COA line item, to which R. Malnati explained the COAs receive a stipend for performing trips on their vehicles. The amount received by each COA is calculated 50% for number of COAs performing trips and 50% based upon the average from the last 2 years compared to the total trips performed. All state aye and the motion carried. The Cash Reports for April were passed unanimously.

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Sheffield			Yes		
Stockbridge			Yes		
Williamstown			Yes		
Windsor			Yes		
Rider Representative			Yes		

**6) ELECTION OF OFFICERS- VOTE**

A. Wadsworth made a motion for Sheila Irvin to be the BRTA Advisory Board Chair. R. Wood seconded the motion. A. Wadsworth made a motion for Doug McNally to be the BRTA Advisory Board Vice-Chair. S. Youngkin seconded the motion. A. Wadsworth made a motion to move the entire slate. All stated aye. Sheila Irvin accepted the nomination for BRTA Advisory Board Chair and Doug McNally accepted the nomination for the BRTA Advisory Board Vice-Chair, and the motion carried. Sheila Irvin's nomination for the BRTA Advisory Board Chair and Doug McNally's nomination for the BRTA Advisory Board Vice-Chair passed unanimously.

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Sheffield				Yes	
Stockbridge				Yes	
Williamstown				Yes	
Windsor				Yes	
Rider Representative				Yes	

**7) BUDGET YTD**

R. Malnati discussed the BRTA budget year-to-date. The total budget is \$66K underbudget through April. Part of this was due to the vacancy from the AGM, which has since been filled. Fuel costs are continuing to rise, but overall should be below budget for the year.

**8) RIDERSHIP YTD**

R. Malnati stated the BRTA should finish this year’s ridership strong. Fixed route is trending high and paratransit isn’t as robust but is trending in the proper direction. The route 34 has the highest amount of wheelchair transports in all of fixed route. That route goes where it needs to go, helping people ride the bus, which is at a lower cost than the paratransit system.

Discussion- the route 4 has increased and the route 12 decreased, the reason could be that people moved.

Discussion- the 5310 contract: can non-seniors and non-disabled people ride these vehicles? R. Malnati will review the 5310 regulations.

**9) OLD BUSINESS**

R. Malnati discussed the Berkshire Flyer summer launch of the 2-year pilot. Downtown Pittsfield Inc. ambassadors are contracted to work with wayfinding and last mile options for arriving Flyer riders.

**10) NEW BUSINESS**

R. Malnati shared the new schedules that R. Caine has updated. These are more comprehensive including major stops and intersecting routes. These will be ready for the new fiscal year. The systemwide map is also being worked on with the collaboration of a marketing firm.

**11) NEXT MEETING DATE/TIME**

R. Malnati scheduled the next meeting, September 29, 2022 at 4 PM to include reviewing the financial statements with the auditor.

**12) PUBLIC COMMENTS- 3 minute time limit**

There were no members of the public that provided any public comments.

**13) ADJOURNMENT**

A. Wadsworth made a motion to adjourn the Advisory Board meeting. J. Minacci seconded the motion. All stated aye and the motion carried. The adjournment was passed unanimously.

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North Adams					Yes
Pittsfield					Yes
Sheffield					Yes
Stockbridge					Yes
Williamstown					Yes
Windsor					Yes
Rider Representative					Yes

FENVA