BERKSHIRE REGIONAL TRANSIT AUTHORITY

SPECIAL MEETING OF THE ADVISORY BOARD

November 7, 2022

4:00 PM

**SPECIAL ADVISORY BOARD MINUTES**

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

William Elovirta, Becket; John Boyle, Dalton; Melanie Vicneire, Egremont; Rob Reilly, Lanesborough; Sherry Youngkin, New Ashford; Sheila Irvin, Pittsfield; Roger Manzolini, Richmond; Jamie Minacci, Stockbridge; Brian O’Grady, Williamstown; Douglas McNally, Windsor; and Brian Morrison, Rider Representative

Christine Hoyt, Adams arrived during the Administrator’s Report.

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

Charles Ketchen, Alford; Michelle Francesconi, Cheshire; Jeff Levanos, Clarksburg; Cynthia Bosley, Florida; John Morrell, Great Barrington; Earl Peck, Hinsdale; Andrea Wadsworth, Lee; Dave Roche, Lenox; Justin Makuc, Monterey; Jim Lovejoy, Mt. Washington; Sandra Lamb, North Adams; Brandi Page, Otis; James Welch, Peru; Andrew Provost, Savoy; Rene Wood, Sheffield; and Kent Lew, Washington

Also, present: Robert Malnati, Sarah Vallieres, Barbara White, BRTA Staff

                                               Voting Shares                    Present

Adams 2.22 2.22

Alford 1.00 0.00

Becket 1.00 1.00

Cheshire 2.70 0.00

Clarksburg 1.00 0.00 34.75

Dalton 2.78 2.78 needed for

Egremont 1.00 1.00 quorum

Florida 1.00 0.00

Great Barrington 3.33 0.00 35.85 when meeting

Hinsdale 1.33 0.00 was called to order

Lanesborough 2.36 2.36

Lee 3.42 0.00 38.07 present

Lenox 4.22 0.00 after Administrators

Monterey 1.00 0.00 Report

Mt. Washington 1.00 0.00

New Ashford 1.14 1.14

North Adams 5.42 0.00

Otis 1.00 0.00

Peru 1.00 0.00

Pittsfield 19.25 19.25

Richmond 1.00 1.00

Savoy 1.00 0.00

Sheffield 1.03 0.00

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

1. **ROLL CALL**

S. Irvin called the Special Advisory Board meeting to order at 4:00 PM.

1. **MINUTES OF THE SEPTEMBER 26, 2022 MEETING – VOTE**

D. McNally made a motion to accept the minutes of the September 26, 2022 meeting. J. Boyle seconded the motion. B. O’Grady and S. Youngkin both abstained and the September 26, 2022 Minutes were passed.

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| Town | (2) Minutes of September 26, 2022 Meeting | (4)  MassDOT Discretionary Grant | (5)  Cash Reports for August and September 2022 |
| Adams |  |  |  |
| Becket | Yes |  |  |
| Dalton | Yes |  |  |
| Egremont | Yes |  |  |
| Lanesborough | Yes |  |  |
| New Ashford | Abstained |  |  |
| Pittsfield | Yes |  |  |
| Richmond | Yes |  |  |
| Stockbridge | Yes |  |  |
| Williamstown | Abstained |  |  |
| Windsor | Yes |  |  |
| Rider Representative | Yes |  |  |

1. **ADMINISTRATOR`S REPORT**

**BOARD MEETING**

R. Malnati explained this is a Special Advisory Board Meeting to vote upon agenda items from the October 27, 2022 meeting which did not obtain the quorum requirement. The Board packet was sent to all Advisory Board Representatives on Monday, October 31, 2022.

**GRANT APPLICATION**

R. Malnati announced the BRTA received the award letter from the Secretary of Transportation for the $2.5 discretionary grant the RTA’s collectively applied for. The BRTA will receive $89,450 based on the fares we received in December 2021.

**SOLICITATION EVALUATION**

R. Malnati mentioned a solicitation was issued for a Facility Condition Assessment and is due tomorrow. Board Member volunteers are being sought to be on the Review Committee. He asked for anyone interested to contact him.

**REVIEW OF BYLAWS**

R. Malnati stated there will be a review of the bylaws. He asked for anyone interested in volunteering to review them to contact him.

1. **FARE FREE DISCRETIONARY GRANT – VOTE**

R. Malnati announced the BRTA received the award letter from The Secretary of Transportation and will be receiving $89,450 out of the $2.5M discretionary grant. We have stopped selling the 30-day bus passes as the fare free event will start the day after Thanksgiving through December 31, 2022. There was a discussion on press releases and marketing. There will be a description of the paratransit services along with the marketing materials to the community government.

B. O’Grady made a motion to accept the BRTA fare free event from November 25, 2022 through December 31, 2023. J. Minacci seconded the motion. All stated aye and the motion was passed unanimously.

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| Town | (2) Minutes of September 26, 2022 Meeting | (4)  Fare Free Discretionary Grant | (5)  Cash Reports for August and September 2022 |
| Adams |  | Yes |  |
| Becket |  | Yes |  |
| Dalton |  | Yes |  |
| Egremont |  | Yes |  |
| Lanesborough |  | Yes |  |
| New Ashford |  | Yes |  |
| Pittsfield |  | Yes |  |
| Richmond |  | Yes |  |
| Stockbridge |  | Yes |  |
| Williamstown |  | Yes |  |
| Windsor |  | Yes |  |
| Rider Representative |  | Yes |  |

1. **CASH REPORTS AUGUST AND SEPTEMBER 2022 – VOTE**

R. Malnati shared the Cash Reports for August and September 2022.

B. O’Grady made a motion to accept the Cash Reports for August and September 2022. J. Boyle seconded the motion. All stated aye and the Cash Reports for August and September 2022 were passed unanimously.

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| --- | --- | --- | --- |
| Town | (2) Minutes of August and September Minutes | (4)  Fare Free Discretionary Grant | (5)  Cash Reports for August and September 2022 |
| Adams |  |  | Yes |
| Becket |  |  | Yes |
| Dalton |  |  | Yes |
| Egremont |  |  | Yes |
| Lanesborough |  |  | Yes |
| New Ashford |  |  | Yes |
| Pittsfield |  |  | Yes |
| Richmond |  |  | Yes |
| Stockbridge |  |  | Yes |
| Williamstown |  |  | Yes |
| Windsor |  |  | Yes |
| Rider Representative |  |  | Yes |

1. **TOPICS FOR FUTURE ADVISORY BOARD MEETING**

R. Malnati remarked if any Board member wants to put a topic on the agenda to let him know. There was a discussion on the marketing of the fare free event; the agenda distribution; and training on how the BRTA is funded.

1. **NEXT MEETING DATE/TIME**

R. Malnati scheduled the next meeting for January 26, 2023 at 4:00 PM.

1. **ADJOURNMENT**

S. Youngkin made a motion at 4:12 PM to adjourn the Special Meeting of the Advisory Board. J. Boyle seconded the motion. All stated aye and the motion carried unanimously.