
**MINUTES OF PVTA'S
ADVISORY BOARD REGULAR MEETING
May 24, 2017**

The Advisory Board Meeting of the Pioneer Valley Transit Authority was held on Wednesday, May 24, 2017 at the Pioneer Valley Transit Authority Office located at 2808 Main Street in Springfield, MA, at 12:00 P.M.

1. ROLL CALL

	<i>Present (50.20 vote)</i>	<i>Not Present (11.79 vote)</i>
Agawam	Richard Theroux	
Amherst	Douglas Slaughter	
Belchertown	Brian O'Leary	
Chicopee	Steve Huntley	
East Longmeadow	Carolyn Brennan	
Easthampton	Linda Talbot	
Granby		Jessica Langlois
Hadley		David Moskin
Hampden	Becky Moriarty	
Holyoke	Mayor Alex Morse	
Leverett		Peter D'Errico
Longmeadow	Mark Gold	
Ludlow		Carmina Fernandes
Northampton	Mayor David Narkewicz	
Palmer	Paul Burns Johnson	
Pelham		Mark Santos
South Hadley	Marilyn Ishler	
Springfield	Anthony Wilson	
Sunderland		Sherry Patch
Ware	Nancy Talbot	
West Springfield	Jim Czach	
Westfield	Peter Miller	
Wilbraham	Paula Dubord	
Williamsburg	J.M. Sorrell	
ADA Representative		TBD
Rider Representative		Patrick Burke

A quorum of 31.01 majority vote being present, Chairman Mayor Narkewicz called the meeting of PVTA's Advisory Board to order at 12:06 PM; majority vote of 50.20 present.

2. PUBLIC COMMENT

Chairman Mayor Narkewicz opened the floor for public comments.

No Public Comments.

3. APPROVAL OF MINUTES OF REGULAR ADVISORY BOARD MEETING OF 3-29-17

Chairman Mayor Narkewicz asked for a motion from the Board to approve the Advisory Board regular meeting minutes of March 29, 2017.

Motion: Moved and seconded (O’Leary/Huntley) to approve the Advisory Board regular meeting minutes of March 29, 2017

Chairman Mayor Narkewicz asked if there was any discussion, hearing none, asked for all those in favor to say aye.

Mark Gold and Marilyn Ishler abstained.

Motion passed by a majority vote.

4. REPORT OF THE COMPENSATION COMMITTEE (CHAIRPERSON)

Paul Burns Johnson, Chairman of the Compensation Committee, reported that the committee met to discuss the Administrator’s Contract and has come to an agreement with the new Administrator Sandra Sheehan on the terms and salary for the contract starting on June 1, 2017. The Compensation Committee voted to approve the agreement unanimously and recommends approval from the Advisory Board.

Paul Burns Johnson asked if the Board had any questions.

Hearing None, Chairman Mayor Narkewicz asked for a motion from the Advisory Board to accept the report of the Compensation Committee.

Motion: Moved and seconded (Gold/Huntley) to accept the report of the Compensation Committee.

Chairman Narkewicz asked if there were any questions. Hearing none.

Motion passed unanimously.

5. REQUEST FROM CHAIR TO ENTER INTO EXECUTIVE SESSION PURSUANT TO M.G.L. c. 30A; §§ 18-25 SECTION 21(A)(2) TO CONDUCT STRATEGY SESSIONS IN PREPARATION FOR NEGOTIATIONS WITH NONUNION PERSONNEL OR TO CONDUCT COLLECTIVE BARGAINING SESSIONS OR CONTRACT NEGOTIATIONS WITH NONUNION PERSONNEL FOR NEW PVTA ADMINISTRATOR

Chairman Mayor Narkewicz stated that this agenda item is no longer needed and we will move to the next item on the agenda.

6. APPROVAL OF ADMINISTRATOR’S CONTRACT

Chairman Mayor Narkewicz asked for a motion from the Advisory Board to approve the PVTA’s Administrator Contract with Sandra Sheehan as negotiated by PVTA’s Compensation Committee and

authorize Mayor Narkewicz as Chairman of the Advisory Board to sign the Administrator's Contract with a start date of June 1, 2017.

Motion: Moved and seconded (Burns Johnson/Mayor Morse) to approve the PVTA's Administrator Contract with Sandra Sheehan as negotiated by PVTA's Compensation Committee and authorize Mayor Narkewicz as Chairman of the Advisory Board to sign the Administrator's Contract with a start date of June 1, 2017.

Chairman Mayor Narkewicz asked if there was any discussion, hearing none, asked for all those in favor to say aye.

Motion passed unanimously.

7. ADMINISTRATOR SEARCH

Chairman Mayor Narkewicz stated that this agenda item is no longer needed and we will move to the next item on the agenda.

8. REPORT OF THE FINANCE COMMITTEE (CHAIRPERSON)

Chairman O'Leary reported that the Finance Committee met yesterday on May 23, 2017. Chairman O'Leary stated that the committee voted to approve the Finance Minutes of March 27, 2017. The Committee received a full report of the FY 18 Final Budget from PVTA's Chief Financial Officer and voted to recommend to the Board approving PVTA's FY18 Budget which has a \$1.2M deficit.

Chairman O'Leary stated that The Commonwealth reduced funding for the RTA's and PVTA is looking at options for balancing the budget and asked PVTA's CFO to elaborate on the FY18 Budget.

CFO Patty O'Leary stated that PVTA's FY18 Budget has a \$1.2M deficit, which decreased from the draft budget where the deficit was \$1.8M.

This deficit is the result of deficient funds for State Contract Assistance (SCA) promised when the Transportation Finance Act was passed in July of 2013 and enacted in Fiscal Year 2014. The amount promised to the RTA's at the enactment of Transportation Reform for FY18 was \$86 million. This amount was not what was put in the Governor's budget for FY18; the amount in the budget is \$81 million.

That act provided \$600 million dollars per year over five years for Massachusetts transportation systems. The state's fifteen Regional Transit Authorities (RTAs) were forward funded in 2014 and an additional \$18 million per year in State Contract Assistance was awarded. Mass DOT estimated the amount of SCA for FY 2014 through FY 2018, raising SCA for the RTA's from \$80 million in FY 15 to \$86 million in FY 18. Since Governor Baker took office, he has level funded the RTA's to FY 2015 levels. The difference to PVTA from what the original estimate was and what we are now receiving in FY 18 is \$1,297,102.

PVTA has applied for \$500,000 in a CMAQ grant to keep route P21E operating. If PVTA is awarded this grant, \$400,000 will come directly off the deficit (matching requirements).

As required by law, PVTA needs to have the Advisory Board approve the budget by June 1, 2017, which is before we will know what amount of funding we will receive from the state. The Route Committee will be presenting possible Fixed Route service reductions in order to balance the \$1.2M budget deficit.

Chairman Mayor Narkewicz asked if the Board had any questions for the Finance Committee. Hearing none, asked for a motion from the Board to accept the report of the Finance Committee.

Motion: Moved and seconded (Burns/Mayor Morse) to accept the report of the Finance Committee.

Chairman Mayor Narkewicz asked if there was any further discussion, hearing none, asked for all those in favor to say aye.

Motion passed unanimously.

9. FY18 FINAL BUDGET APPROVAL

Paul Burns Johnson made the motion to approve PVTA's FY18 Budget as presented.

Motion: Moved and seconded (Burns Johnson/Mayor Morse) to approve PVTA's FY18 Budget as presented.

Chairman Mayor Narkewicz asked if there was any discussion.

Steve Huntley asked if PVTA can submit a deficit budget.

CFO O'Leary stated yes.

J.M. Sorrell stated so we will submit a deficit budget and when we get funding submit an amended budget.

Mark Gold stated all we would be formalizing is looking at the budget later on. We need to include submitting a deficit budget with a statement of the Board revisiting the budget to show the Board is committed to a balanced budget.

Mayor Morse stated we are overstating our concern about submitting a deficit budget and need to see the final numbers before making any service changes. It is not the Advisory Board's fault that we don't have the final numbers from the state.

Paul Burns stated he withdraws his motion.

Marilyn Ishler made the motion to approve PVTA's FY18 Budget as presented with a deficit and submit with a plan to balance the budget by the end of July.

Motion: Moved and seconded (Ishler/Mayor Morse) to approve PVTA's FY18 Budget as presented with a deficit and submit with a plan to balance the budget by the end of July.

Chairman Mayor Narkewicz asked if there was any further discussion on the motion on the floor, hearing none, asked for all those in favor to say aye.

Motion passed unanimously.

10. REPORT OF THE ROUTE COMMITTEE (CHAIRPERSON)

Brian O'Leary, Chairman of the Route Committee, reported that the Route Committee met prior to today's Board meeting. The committee voted to approve minutes from November 16, 2016. The Committee also received a report on potential Fixed Route reduction scenarios to address PVTA FY18

budget deficit and voted to recommend to the Board approving holding public hearings on potential Fixed Route service reductions.

Josh Rickman, Manager of Operations and Planning, reported on the potential Fixed Route service reductions and stated the following:

All 46 PVTA bus routes were screened for possible service reductions with respect to the following criteria:

1. Whether or not there is another transit service available for riders in the travel corridor.
2. Whether or not a portion of the route operates outside PVTA’s 24-municipality service area.
3. Whether or not the route is meeting its operational performance standards (passengers per hour or passengers per trip, depending on class of service).
4. Whether or not the route is a “low” priority for future investment according to PVTA’s Route Investment Prioritization Strategy.
5. Whether or not route elimination or reductions would disproportionately affect customers of color and/or low-income riders according to federal Title VI laws and regulations.

From this initial screening, a set of 22 possible service reduction options involving 16 routes were identified. Reductions would need to be implemented on August 27 (September 4th for UMass/Amherst routes) to achieve sufficient savings for the remaining 10 months of FY18.

Reductions on all 16 routes may not be needed, as PVTA continues to pursue other funds to make up the shortfall in FY18 state funds. However, because the availability of these other funds is unknown, it will be necessary for the PVTA Advisory Board to initiate the public hearing process for all the potential service reduction options so that the Board may act upon a subset of them at a future meeting, if necessary.

Route	Potential Service Reduction
M40	Eliminate route
M40	Eliminate Saturday service
P20E	Eliminate route
P20E	Eliminate Saturday service
P21E	Eliminate route
P21E	Eliminate Saturday + Sunday service
39	Eliminate route
39	Eliminate Saturday + Sunday service
46	Eliminate trips to Whately and South Deerfield
G5	Eliminate trips to Enfield CT and south Longmeadow
X98	Eliminate route
Tiger Trol.	Eliminate route
R14E	Eliminate route
R27	Eliminate route
B23	Eliminate Saturday service
R29	Eliminate Saturday + Sunday service

B48	Reduce Saturday frequency from 30 to 60 min
B4	Reduce Weekday early morning trips (3); Saturday early morning trips (2); Sunday evening trips (3)
X90	Reduce early morning trips (2)
X90	Reduce Sunday coverage (no trips north of Memorial Dr)
34 CS	Reduce Weekday Service (no trips after 8PM)
35 CS	Reduce Sat+Sun+Holiday Service (no trips before 5PM)

J.M. Sorrell stated looking at these potential service reductions; people could lose their jobs if we cut service. What could we do to be more proactive. Some of these cuts have 145 people that would be impacted.

Mayor Morse stated that this is a proactive method for the Board to take. It's for potential service reductions and to hear the public to help the Board make informed decisions. We need to look at what else we can do to help balance the budget since we were only given the option of service reductions. We need to look at insurance, benefits, etc.

Paul Burns Johnson stated that these numbers are estimates based on average number of trips per day divided by 2.5 (back and forth trip with a transfer). Some of the riders impacted may not lose their service; they just may have longer trips.

Steve Huntley asked if we can a-la-carte the service reductions or do these have to all be done as a bundle.

Chairman Mayor Narkewicz stated we can always make amendments and changes but we do not need to vote all or nothing. We will look at the routes individually.

Mr. Rickman stated that this list is worst case scenario based upon funding. We may not need all the reductions but that is why there is a list of numerous routes.

Mark Gold asked if the list of potential service reductions is prioritized or just listed out.

Mr. Rickman stated that the list is not prioritized yet and we would like to include the public's feedback before prioritizing.

Peter Miller asked when we would have the financial information for each route, July.

Mr. Rickman stated yes, July.

Paula Dubord stated that since R27 is a Wilbraham route, she would like a public hearing to be held in Wilbraham.

Mr. Rickman stated we can definitely do that.

Chairman Mayor Narkewicz asked if there was any further discussion, hearing none, asked for a motion from the Board to accept the report of the Route Committee.

Motion: Moved and seconded (Slaughter/Mayor Morse) to accept the report of the Route Committee.

Chairman Mayor Narkewicz asked if there was any further discussion, hearing none, asked for all those in favor to say aye.

Motion passed unanimously.

11. AUTHORIZATION TO HOLD PUBLIC HEARINGS ON POTENTIAL PROPOSED FIXED ROUTE SERVICE REDUCTIONS

Chairman Mayor Narkewicz asked for a motion from the Board to authorize PVTA to hold public hearings on potential proposed Fixed Route service reductions with the addition of a public hearing to be held in Wilbraham.

Motion: Moved and seconded (Dubord/Burns) to authorize PVTA to hold public hearings on potential proposed fixed route service reductions with the addition of a public hearing to be held in Wilbraham.

Chairman Mayor Narkewicz asked if there was any further discussion, hearing none, asked for all those in favor to say aye.

Motion passed unanimously.

12. REPORT OF THE PARATRANSIT COMMITTEE (CHAIRPERSON)

Carolyn Brennan, Chairperson of the Paratransit Committee, reported that the committee met prior to today's Board meeting. The Committee voted to approve minutes from the March 29, 2017 committee meeting. The Committee also discussed the East Longmeadow, Hampden, and Longmeadow senior van service Pilot Program which would have those three towns provide van service to residents aged sixty and older. The fare will be \$1.00 per ride within each town and \$2.00 per ride to destinations outside town. The new service pilot will be available on similar days and hours as PVTA's Senior Service; Monday through Friday from 8:00a.m to 4:30p.m. The committee voted to recommend the Board approves the Pilot program.

Josh Rickman stated that this Pilot Program has a different fare structure which triggered a fare equity analysis. There is no impact or mitigation that needs to be taken.

Information for the public hearings for this Pilot Program was disseminated in multiple ways including:

- Legal Ad's in the Republican as well as La Voz Hispana
- Each of the three communities received a customized flyer to post at their senior center
- Flyers were posted on all vans and buses
- Meeting notice was put onto PVTA's website

Two of the six public hearings had attendees. No members of the public attended from Hampden.

Included in this packet are transcriptions from the public hearings, public hearing notices given to the three communities, and the public hearing notice that was posted on the vans and buses.

Mark Gold stated he thought that running the pilot program would save PVTA money.

Patty O'Leary, CFO, stated that we are hoping it reduces the amount but in the future there will be more options. It is costing PVTA \$99,000 for this pilot.

Chairman Mayor Narkewicz asked if the Board had any further questions. Hearing none, asked for a motion from the Board to accept the report of the Paratransit Committee.

Motion: Moved and seconded (Brennan/Burns Johnson) to accept the report of the Paratransit Committee

Chairman Mayor Narkewicz asked if there was any further discussion, hearing none, asked for all those in favor to say aye.

Motion passed unanimously.

13. APPROVAL OF EAST LONGMEADOW, HAMPDEN, AND LONGMEADOW PILOT PROGRAM

Chairman Mayor Narkewicz asked for a motion from the Board to approve the East Longmeadow, Hampden, and Longmeadow Senior Van Service Pilot Program.

Motion: Moved and seconded (Brennan/Gold) to approve the East Longmeadow, Hampden, and Longmeadow Senior Van Service Pilot Program.

Chairman Mayor Narkewicz asked if there was any further discussion, hearing none, asked for all those in favor to say aye.

Motion passed unanimously.

14. NEW BUSINESS

Chairman Narkewicz stated the Board needs to authorize scheduling a Special Meeting on July 19, 2017 to finalize the proposed service changes to balance the budget and asked for a motion from the Board.

Motion: Moved and seconded (O'Leary/Ishler) to authorize scheduling a Special Meeting on July 19, 2017 at 12:00 noon to finalize the proposed service changes to balance the budget.

Chairman Mayor Narkewicz asked if there was any further discussion, hearing none, asked for all those in favor to say aye.

Motion passed unanimously.


15. OLD BUSINESS

Chairman Narkewicz reported that there is no old business to discuss.

16. ADJOURNMENT

The meeting of the Advisory Board adjourned (O'Leary/Huntley) at 1:05 P.M.

A TRUE RECORD

ATTEST: 
BRANDY PELLETIER

Documents filed with Board Meeting packet:

- Regular Advisory Board Minutes of 3-29-17
- PVTA FY 18 Budget
- Potential Proposed Fixed Route Service Reductions
- East Longmeadow, Hampden, and Longmeadow Pilot Program Packet

MINUTES APPROVED ON 6-28-17