
**MINUTES OF PVTA'S
ADVISORY BOARD REGULAR MEETING
June 28, 2017**

The Advisory Board Meeting of the Pioneer Valley Transit Authority was held on Wednesday, June 28, 2017 at the Pioneer Valley Transit Authority Office located at 2808 Main Street in Springfield, MA, at 12:00 P.M.

1. ROLL CALL

	<u>Present (54.37 vote)</u>	<u>Not Present (7.62 vote)</u>
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 12:05 PM; majority vote of 54.37 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 5-24-17

Chairman Mayor Narkewicz asked for a motion from the Board to approve the Advisory Board regular meeting minutes of May 24, 2017.

Motion: Moved and seconded (O'Leary/Huntley) to approve the Advisory Board regular meeting minutes of May 24, 2017.

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

Richard Theroux abstained.

Motion passed by a majority vote.

4. REPORT OF THE ROUTE COMMITTEE

Brian O'Leary, Chairman of the Route Committee, reported that the committee met prior to today's Board Meeting. The committee voted to approve Route Committee Meeting Minutes of May 24, 2017. The committee also received a briefing on the potential fixed route service changes as well as a Title VI analysis update on the proposed service changes.

Brian O'Leary 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 Route Committee.

Motion: Moved and seconded (Burns Johnson/Huntley) to accept the report of the Route Committee.

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

Motion passed unanimously.

5. REPORT OF THE NOMINATIONS COMMITTEE

Brian O'Leary reported that the Nominations Committee had emailed the Advisory Board for interest in the PVTA Advisory Board Officer positions. The Nominations Committee put forth the following candidates for PVTA Advisory Board Officers to serve a two year term:

Mayor David Narkewicz for Chairman
Paul Burns Johnson for Vice Chairman
Mark Gold for PVTA Clerk

Brian O'Leary 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 Nominations Committee.

Motion: Moved and seconded (Theroux/Ishler) to accept the report of the Nominations Committee.

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

Motion passed unanimously.

6. ELECTION OF PVTA OFFICERS

Chairman Narkewicz opened the floor for nominations for PVTA Advisory Board Officers to serve a two year term commencing July 1, 2017 through June 30, 2019.

Chairman Narkewicz asked for a motion from the Advisory Board to close nominations for PVTA Advisory Board Officers.

Motion: Moved and seconded (Huntley/Mayor Morse) to close nominations for PVTA Advisory Board Officers.

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

Motion passed unanimously.

Chairman Narkewicz asked for a motion from the Advisory Board to elect Mayor David Narkewicz as Chairman, Paul Burns Johnson as Vice Chairman, and Mark Gold as PVTA Clerk of the Advisory Board for a two year term of July 1, 2017 through June 30, 2019.

Motion: Moved and seconded (O'Leary/N. Talbot) to elect Mayor David Narkewicz as Chairman, Paul Burns Johnson as Vice Chairman, and Mark Gold as PVTA Clerk of the Advisory Board for a two year term commencing July 1, 2017 through June 30, 2019.

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

Motion passed unanimously.

7. 2018 ADVISORY BOARD MEETING SCHEDULE

Chairman Narkewicz asked for a motion from the Advisory Board to approve the 2018 proposed meeting schedule of:

1. Wednesday, January 24
2. Wednesday, March 28
3. Wednesday, May 23
4. Wednesday, June 27
5. Wednesday, August 22
6. Wednesday, September 19
7. Wednesday, November 14

Motion: Moved and seconded (O’Leary/Ishler) to approve the proposed 2018 Advisory Board meeting schedule.

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

Motion passed unanimously.

8. ADMINISTRATOR’S REPORT

Sandra Sheehan, PVTA Administrator, thanked all the staff for being so welcoming and for all of the hard work that has been done for Union Station. The Information Center and its Call Center have successfully relocated to Union Station. The move was well orchestrated and only has a few minor operational changes to address (such as an additional sidewalk for crossing the street).

Ms. Sheehan reported the following:

The Budget is in conference. The Senate is proposing \$83.0 million for the state’s 15 Regional Transit Authorities (RTAs), which would be an increase of \$1.0 million over last year’s appropriation, although still below the anticipated rate of inflation. The amount is \$2.0 million more than what is being proposed by the House at \$81.0 million.

With the assistance of MARTA, PVTA will be hosting an information session for legislators in response to concerns expressed by many of the region’s legislators related to the proposed reductions to bus service and the public hearings PVTA has been holding on this topic. PVTA staff will explain what reductions to services are being proposed and what the PVTA’s overall financial status is. The meeting is scheduled for June 30th at 10:00 a.m. at the PVTA Administrative Offices and the Advisory Board is welcome to join.

PVTA staff has held public hearings at six communities since Monday, June 19th. Eleven hearing are held both in the late afternoon and early evening. Most of the hearings have been well attended. A presentation is given to the public and comments are recorded for transcription. All the comments received will be provided to the Advisory Board for your review as service changes are considered and voted on.

PVTA applied for a \$500,000 CMAQ Grant for operating the electric bus on the P21e and should have a response in ten days on the outcome.

Fontaine Brothers has continued construction activities for the Cottage Street Facility through earthwork/site grading, deep plumbing and electrical work. During the months of May and June, utilities and foundation installation have taken place. Steel is set to be delivered to the site in the coming weeks to start the next phase of construction.

PVTA is advancing design changes to expand the bus storage area. The 24,600 square-foot expansion will restore 31 bus parking spaces from the original design plans which will allow PVTA to park the 133 Springfield based fixed-route fleet indoors. The bus bay expansion is expected to cost between \$4 and \$5M and will be funded from the \$8.3M bidding surplus. The remaining funding will be applied to construction contingency for the overall project.

A contract has been awarded to UTC Fire & Security Americas for a fixed route digital video surveillance system. This project will replace all the current hardware and software in use at PVTA on the fixed route vehicles. A project kick-off meeting is scheduled for the last week of June. Pilot

vehicles will be installed in early July; with the rest of the vehicle fleet installed during the summer. The program consists of eight cameras, three exterior cameras and four interior cameras with a viewing screen.

Work commenced on the Administration Building's Brick Masonry Repair, this project, originally scheduled for FY18 was moved to FY17 due to RTA CAP funding becoming available. This project will repair and refurbish the exterior brick masonry as well as the interior masonry within the tower. Calhess Restoration and Weatherproofing Corporation was selected to perform the work. Construction began in May and will be completed by the end of August.

This month, PVRTA applied for three opportunities under the Community Transit Grant Program. The first project is for the replacement of twenty six fully accessible vans (Type E), one of which PVRTA applied for on behalf of the Town of Palmer. The second project is for funding for the Travel Training Program. This second year of funding would make it possible to continue staffing the program which has been a model in the Commonwealth. The third project is a Mobility Management IT project. The purpose of this project is to create a software program for medical reservationists to access at the time a medical appointment is being scheduled to identify the transportation options available to a patient.

David Moskin stated he has received positive feedback on the electronic signage and asked if there was a timeline for installing additional electronic signs.

Carolyn Hart-Lucien, Chief Information Officer, stated the biggest problem with installing electronic signage is getting electricity to the stops. We do have some solar options that we are looking into.

J.M. Sorrell asked if there are any communities that wouldn't be consider for electronic signage.

Ms. Hart-Lucien stated no, as long as there is a need and electricity can be provided to the location.

9. MANAGER OF OPERATIONS & PLANNING REPORT

Josh Rickman, Manager of Operations and Planning reported the following:

PVRTA's fixed route bus system transported 9,906,143 passengers through April FY17. This is a 7.4% decrease compared to the year to date ridership over the previous fiscal year. Ridership is likely to fall to between 11.1 and 11.3 million riders for FY17. Fixed route ridership loss can be attributed to a few factors including construction, unemployment, car sales, and gas prices.

PVRTA's paratransit service transported 244,926 passengers during FY17. This is a decrease of 12.5% compared to FY16. Majority of this decrease is on the dial-a-ride side, more people are applying for ADA.

Title VI Analysis related to major Service Changes: Whenever PVRTA considers making a "major service change" (defined as a change of 25% or more in either route miles, trips, or hours of service in a single day), a Title VI Equity Analysis must be performed and provided to the Advisory Board prior to any vote to implement that change. The Equity Analysis is a federally required document that uses information from rider surveys and U.S. Census to determine if the major service change would have either: 1) a disparate impact, in which the proportion of people of color who would bear any adverse consequences of the change is 20% or more than the proportion of whites subject to the same change, and 2) a disproportionate impact, in which the proportion of people considered to be "low-income" and who would bear any adverse consequences of the change is 20% or more than people who are not considered to have low incomes who would also experience the change. If the major service change is found to have either type of impact, the Equity Analysis must propose measures to mitigate adverse

impacts to the point where they may be considered equitable. If such measures are not possible, then the Equity Analysis must show that the proposed change is the least discriminatory alternative possible to achieve the legitimate business purpose of the change, such as balancing the operating budget while affecting the fewest number of riders.

10. NEW BUSINESS

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

11. OLD BUSINESS

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

12. ADJOURNMENT

The meeting of the Advisory Board adjourned (O'Leary/Burns Johnson) at 12:43 P.M.

A TRUE RECORD

ATTEST:


BRANDY PELLETIER

Documents filed with Board Meeting packet:

- Regular Advisory Board Minutes of 5-24-17
- PVTA 2018 Advisory Board Meeting Schedule

MINUTES APPROVED: 8/23/17