
**MINUTES OF PVTA'S
REMOTE FINANCE & AUDIT COMMITTEE MEETING
June 21, 2021**

1. CALL TO ORDER

The Finance and Audit Committee meeting of the Pioneer Valley Transit Authority was held on Monday, June 21, 2021 at 2:00 P.M. remotely in accordance with the Governor's Provisions of the Open Meeting Law, G.L. c. 30A, Section 20, relieving from the requirement of section 20 of chapter 30A that it conduct its meetings in a public place that is open and physically accessible to the public, permitting a public body to allow remote participation by all members.

ROLL CALL MEMBERS PRESENT:

Members: Doug Slaughter, Amherst; Brian O'Leary, Belchertown; Steve Huntley, Chicopee; David Moskin, Hadley

NOT PRESENT:

N/A

Call to Order: Doug Slaughter, Chairman of the Finance & Audit Committee stated that the committee has a quorum and called the meeting to order at 2:02 P.M.

2. PUBLIC COMMENTS

Chairman Slaughter opened the floor for public comments. No Public Comments were made.

3. APPROVAL OF MINUTES OF THE FINANCE & AUDIT COMMITTEE MEETING OF JANUARY 19, 2021

Chairman Slaughter asked for a motion from the Finance & Audit Committee to approve the meeting minutes of January 19, 2021.

MOTION: Moved and seconded (O'Leary/Huntley) to approve the minutes of PVTA's Finance & Audit Committee meeting held January 19, 2021.

Chairman Slaughter asked if there was any discussion, hearing none, asked for a roll call vote.

David Moskin: Yes
Steve Huntley: Yes
Brian O'Leary: Yes
Doug Slaughter: Yes

Motion passed, 4-0 vote.

4. **YEAR-TO-DATE BUDGET TO ACTUAL REPORT**

Chief Financial Officer (CFO), Lisa Seymour, reported the following:

Revenue:

Farebox Revenue is down from the budgeted predictions, but we are seeing a steady increase in fare revenue as our communities begin to recover from the pandemic.

School Passes: Along with the \$90,000 previously billed for school passes for HCC, we billed for a few months of STCC passes totaling \$1,786.40 used this semester.

Federal Operating Assistance: We will wait until the end of the fiscal year to determine the amount of funds needed for PM and ADA.

Other Operating Subsidy: The reconciliation will be completed by the end of the fiscal year.

Paratransit Service Expenses:

NEXT: Our monthly expenses have been gradually increasing month over month as a result of the communities slowly recovering from the pandemic. Although ridership is increasing in line with the operating department projections, overall expenses are still down significantly. Currently the amended paratransit agreement is based on a lower negotiated trip cost in line with the increase in ridership. Thus, there is a decrease compared to previously billed months.

Council on Aging: Tri-Town was budgeted incorrectly in the overall budget and is showing higher than predicted. This has been corrected for the FY22 Budget. Williamsburg is lower because of the pandemic.

Fuel: Less ridership means less service on the road directly effecting this category.

Maintenance/Miscellaneous: Under budget as less vehicles are being utilized.

Fixed Route Expenses:

SATCo/VATCo: Lower costs due to school trippers not in session. School Tripper service started on 5/17/2021.

UMass: Lower costs due to reduced service since the start of Covid.

Maintenance Recovery: This category is for maintenance and repair of the paratransit fleet. Costs are lower due to less trips and paratransit service.

Allocated Insurance: Short listed insurance plans to bring them in line with fiscal year which created a savings.

A full copy of PVRTA's Year-to-Date Budget to Actual Report has been filed with the minutes of this meeting.

Chairman Slaughter asked for a motion from the Finance & Audit Committee to accept PVTA's Year-to-Date Budget to Actual Report.

MOTION: Moved and seconded (O'Leary/Huntley) to accept PVTA's Year-to-Date Budget to Actual Report.

Chairman Slaughter asked if there was any discussion, hearing none, asked for a roll call vote.

David Moskin: Yes
Steve Huntley: Yes
Brian O'Leary: Yes
Doug Slaughter: Yes

Motion passed by a 4-0 vote.

5. APPROVAL OF PROPOSED FARE MODIFICATIONS:

- **Make Senior Fare-Free Tuesdays Permanent**
- **Pilot Monthly Fare Capping at \$54 using PVTA's Mobile Fare Payment App: MassDOT BusPlus**
- **Fare Structure for Amherst/Worcester Intercity Route**

Paul Burns, Director of Transit Operations, reported the following:

PVTA held two public hearings on the proposed fare modifications on June 10, 2021. The hearings were held to solicit input and feedback on the following:

Senior Fare Free Tuesdays: PVTA is proposing to make Senior Fare Free Tuesdays permanent. The program was well received prior to the pandemic. Ridership continues at about 6000 seniors riding on Tuesdays each month. Approximately 75% of Senior Tuesday ridership has returned since the pandemic. There were no comments received in opposition to making this program permanent.

Fare Capping as a Pilot: Fare capping is a means by which passengers who have difficulty paying for a 31-day pass can still acquire one on a pay-as-you-go basis. To participate, riders must use PVTA's mobile ticketing app, MassDOT BusPlus, to pay their fares. The app tracks an individual's pass purchases. Once the rider has paid the equivalent of a 31-day pass, the pass will convert to a 31-day pass for the remainder of the 31-day time period. Fare capping decreases the average cost per ride for all rider groups and has positive equity impacts. There were no comments received in opposition to initiating a fare capping pilot.

Amherst Worcester Fare Structure: The fare structure outlined in the Finance & Audit packet was presented at the public hearings on June 10th. Trips within PVTA's service area will remain at \$1.50. The cost of a trip will gradually increase as a rider leaves PVTA's service area by destination. A trip from Amherst to Worcester will cost \$9.00. There will be no pickups in East Brookfield, Spencer or Leicester going to or from Worcester. There were no comments received in opposition to this fare structure.

Chairman Slaughter asked for a motion from the Finance & Audit Committee to recommend adoption of PVTA's proposed fare modifications as presented.

MOTION: Moved and seconded (O'Leary/Moskin) to recommend adoption of PVTA's proposed fare modifications as presented.

Chairman Slaughter asked if there was any discussion, hearing none, asked for a roll call vote.

David Moskin: Yes
Steve Huntley: Yes
Brian O’Leary: Yes
Doug Slaughter: Yes

Motion passed by a 4-0 vote.

6. OTHER BUSINESS

Chairman Slaughter reported that there is no other business to discuss.

7. ADJOURNMENT

Chairman Slaughter asked for a motion from the Finance & Audit Committee to adjourn.

MOTION: Moved and seconded (Moskin/Huntley) to adjourn.

Chairman Slaughter asked for a roll call vote.

David Moskin: Yes
Brian O’Leary: Yes
Steve Huntley: Yes
Doug Slaughter: Yes

Motion passed 4-0.

The meeting of the PVTA Finance & Audit Committee adjourned at 2:25 P.M.

A TRUE RECORD

ATTEST: _____
BRANDY PELLETIER

Documents filed with Finance & Audit Committee Meeting packet:

- January 19, 2021 Finance & Audit Committee Meeting Minutes
- Year-to-Date Budget to Actual Report
- Proposed Fare Modifications

MINUTES APPROVED: September 20, 2021