

**MONTACHUSETT REGIONAL TRANSIT AUTHORITY (MART)  
MEETING MINUTES OF JANUARY 24, 2019  
MART MAINTENANCE FACILITY  
1427R WATER STREET  
FITCHBURG, MA 01420**

**I. Call to Order**

The meeting was called to order at 10:38 a.m.

**ADVISORY BOARD MEMBERS PRESENT: (constituting a quorum)**

Mayor Mark Hawke	Gardner
Mayor Dean Mazzarella	Leominster
Mayor Stephen DiNatale	Fitchburg
Selectman Austin Cyganiewicz	Winchendon
Dick Maki (representing Selectmen)	Sterling
Kenneth F. Troup (representing Selectmen)	Bolton
Jan Robbins (representing Selectman)	Ashburnham
Sue Fisher	Westminster
Robert Pontbriand (representing Selectman)	Ayer

**ADVISORY BOARD MEMBERS ABSENT:**

Shaun Suhoski (representing Selectmen)	Athol
Anthony Ansaldi (representing Selectmen)	Littleton
Selectperson Phyllis Luck	Lunenburg
Alexandra Turner (representing Selectmen)	Lancaster
Ryan Ferrara (representing Selectmen)	Boxborough
Tim Bragan (representing Selectman)	Harvard
Shaun Suhoski (representing Selectmen)	Athol
Ryan McLane (representing Selectmen)	Hubbardston
Roland Hamel (representing Selectmen)	Royalston
Alyson Toole (representing Selectmen)	Stow
No Representative	Templeton
No Representative	Shirley
No Representative	Ashby
No Representative	Hardwick

**STAFF PRESENT:**

Mohammed Khan, Bruno Fisher, James Sluss, Bonnie Mahoney, Sherry Corcoran, Jessica Lashua, Adam Gromelski and Keary Connors

**GUESTS PRESENT:**

Carly Antonellis	Assistant Town Manager Ayer
Phil Rocca	Management of Transportation Service
George Kahale	Montachusett Regional Planning Commission

**II. General Comments**

**III. Approval of Minutes from September 25, 2018**

**RESOLUTION- Mayor Stephen DiNatale of Fitchburg moved that the Advisory Board of the Montachusett Regional Transit Authority approves the September 25, 2018 minutes as presented. The motion was seconded and passed unanimously.**

**IV. Financial Matters**

- A. Status of State Funding: FY2019 Budget Impact: Legislative and Governor's RTA Task Force Deliberations

Bruno informed the Board the taskforce will be submitting their report on February 15, 2019. The report will

include best practices, performance measures, and a standardized reporting matrix for all RTA's. The State funding for all RTA's is in three parts; \$82 million to be dispersed to all RTA's, \$4 million in discretionary funds to be awarded via an MOU with MassDOT and \$2 million to cover the deficit for PVTA and WRTA.

**B. Status of Federal Funding : Impact of Federal Shut Down**

Bonnie Mahoney informed the Board that because of the Federal shutdown MART cannot draw down any federal funds.

**C. Income and Expenditures Report for FY2019**

James Sluss informed the Board that as the end of October, MART has a \$780,000 deficit. The TLT Legal issue has now since been resolved, MART was awarded \$150,000, which is not in the financial numbers for October. Also MART has increased the price of some services effective January 1, 2019. James also went over the "how to overcome the deficit" memo with the Board. MART is hoping to address all shortfalls by improving service and not affecting ridership.

**D. Finance Committee Update and Recommendations**

Ken Troup informed the Board that the Finance Committee is looking for at least 2 more volunteers for the committee. He also informed the Board that the Finance Committee voted to recommend the revised budget and a 3% cost of living increase for all employees effective January 2019. He also noted that compensation for the top 3 officials has not changed except for the cost of living increases.

Robert Pontbriand of Ayer volunteered to be on the finance committee.

**E. Revised FY2019 Budget for Approval**

**RESOLUTION- Ken Troup of Bolton moved that the Advisory Board of the Montachusett Regional Transit Authority approve the revised FY2019 budget as presented by the Administrator. The motion was seconded and passed unanimously.**

**F. Draft Budget FY2020 for Information and Future Deliberation**

The draft budget is using the \$88 million from the State and that is what the RTA's are pushing to have pass. MART will get 6.8% of that which roughly equals a \$415,000 increase.

**G. Approval of Cost of Living Increase for Staff effective January 1, 2019**

**RESOLUTION-Ken Troup of Bolton moved that the Advisory Board of the Montachusett Regional Transit Authority approve a cost of living increase of 3% for all MART staff effective January 1, 2019 as recommended by the Administrator. The motion was seconded and passed unanimously.**

**V. Administrative Matters**

**A. Election of Officers (Nomination Request)**

**B. Status/Update on Ayer Commuter Rail Parking Facility: Garage and Depot Square Improvements**

Robert Pontbriand informed the Board, Ayer has been working on this parking facility for 25 years. Ayer itself has spent over \$3 million to move this project forward. When the project was put out to bid last year it came in at around \$7 million; after restructuring the project and going back out to bid it came in at \$4.9 million. That is \$1 million over the money available. The current bid is only good for 30 days and the Town has exhausted all available money and grants. Robert asked on the behalf of Ayer if the Advisory Board would authorize the Administrator of MART to borrow up to \$1 million so that the bid can be awarded. Also MART will only borrow as needed and not the complete \$1 million at once. The money borrowed will be offset from revenue earned from parking. MART would have to pay about \$100,000 a year to pay against the note. The money borrowed will go against MART funding. This is something MART has done in the past to help finish projects. Also DCR gave the Town some of the land for the parking facility with the only condition being that handicapped bathrooms were to be put in at the site of the parking facility.

**RESOLUTION-Robert Pontbriand moved that the Advisory Board of the Montachusett Regional Transit Authority authorize the Administrator to borrow up to \$1 million for the completion of the Ayer parking facility. The motion was seconded and passed unanimously.**

**C. Fixed Route Services to Devens and Littleton Areas (Opening of Satellite Operations Office)**

Bruno informed the Board MART is renting space in Devens to house vans, dispatcher and drivers. It will be a regional office for the Devens and Littleton shuttle services. Also it will become a sub-regional maintenance area for Council on Aging vans in the area.

**D. COA Transportation Contract Status with Member Municipalities**

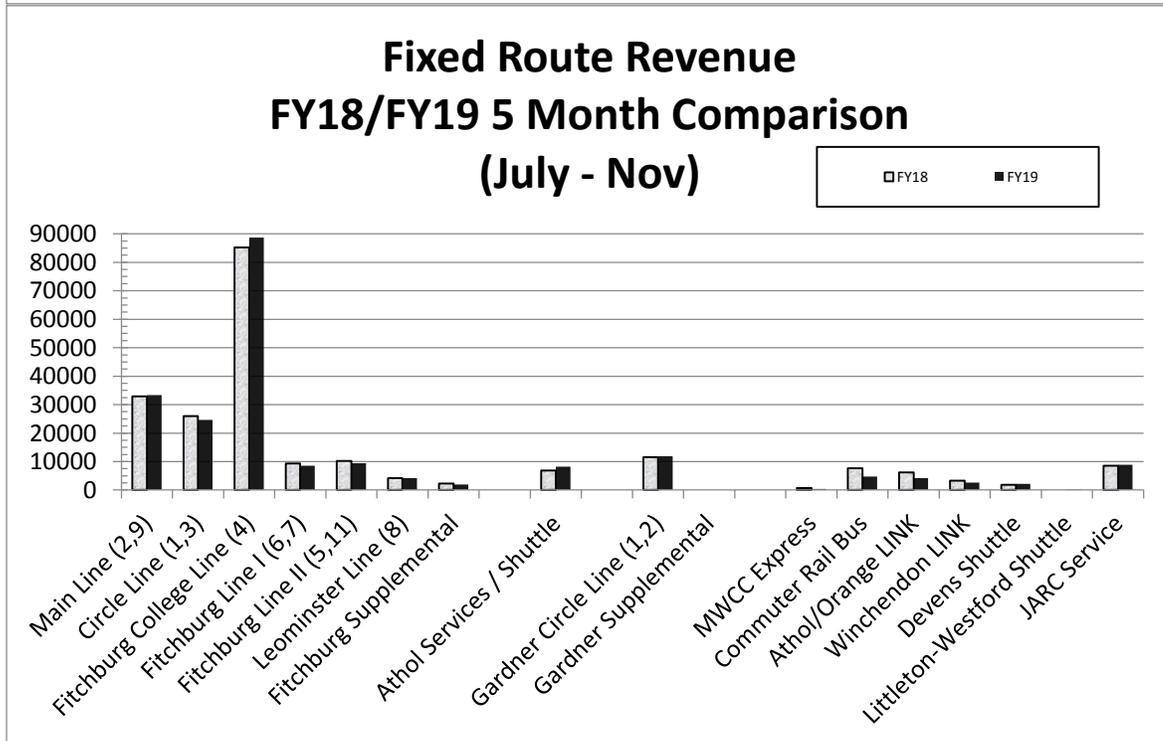
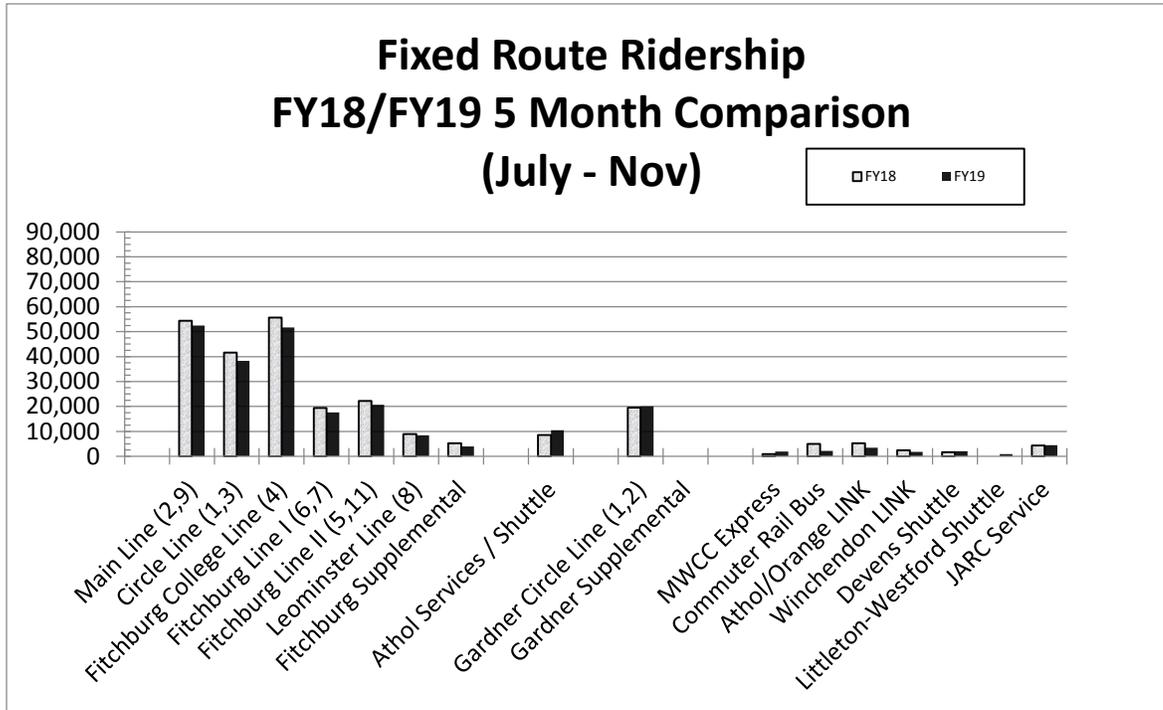
Adam Gromelski informed the Board that MART only has 2 fully executed contracts out of 14. There are 5 other communities that are close to having the contracts done and 7 communities MART hasn't heard anything from. MART is giving the councils on aging until April to complete the contracts.

**VI. Operational Services**

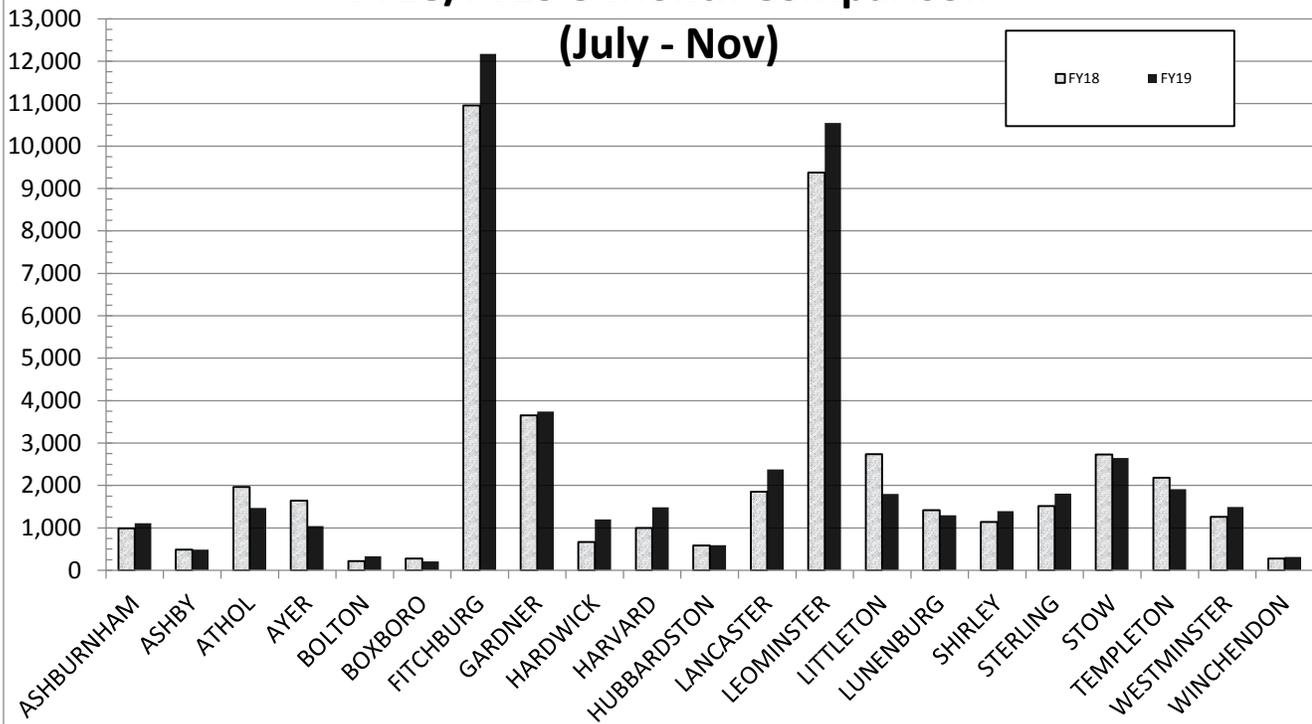
**A. MART Transit Operation Status:**

1. Revenue and Ridership
2. Reduction of Fixed Route Services in Fitchburg, Leominster, Gardner and Athol Area

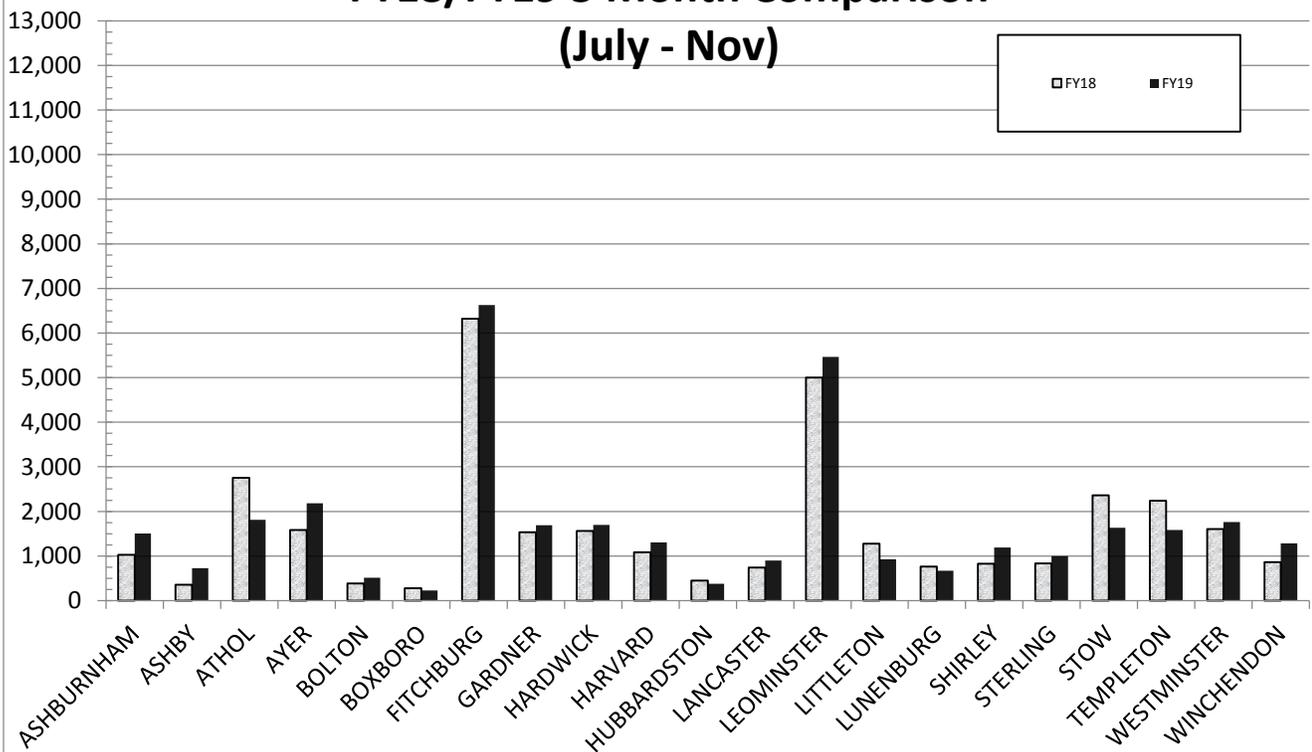
Mohammed informed the Board that ridership is down 3%, but it is down nationwide. National ridership is down 6.5%.



## Council On Aging Ridership FY18/FY19 5 Month Comparison (July - Nov)



## Council On Aging Revenue FY18/FY19 5 Month Comparison (July - Nov)



**B. HST Brokerage Operation**

**Department of Developmental Services**

MART continues to provide broker transportation services for the Department of Developmental Services. MART provides services in the Pioneer Valley area, Central/West region which includes North and South Central areas, Metro Boston region including the North and South Shore areas.

MART is currently transporting approximately 7,650 consumers to 175 various day programs across the above mentioned areas using 63 vendors.

**Department of Mental Health**

MART is currently providing DMH services for five regions across the state. We utilize 16 contractors to transport approximately 600 clients to 14 various DMH clubhouses.

**Department of Public Health EI Program**

MART continues to manage transportation services for the Department of Public Health (DPH) Early Intervention Program (EIP) in the Pioneer Valley, North and South Central, and the Greater Boston areas. MART is currently managing transportation for approximately 1300 children from birth to age three to 91 active EIP Programs with the majority of the services being provided in the Greater Boston Area. This is accomplished through contract with 17 private transportation companies.

**Mass Health Transportation Program**

MART continues to provide brokerage services for the Mass Health and Integrated Care Options (ICO) transportation for the Greater Metro Boston, Pioneer Valley, North Central and the South Central areas.

MART currently services the transportation needs of the Mass Health consumers in two hundred and twenty-three (223) cities and towns. Transportation averages approximately 10,000 one-way trips per day with the highest volume in the Metro Boston area.

MART is currently contracted with approximately 200 transportation providers for the above mentioned areas and assigns work via a low cost bid system.

**Other Brokerage Services**

MART also provides brokerage services on a smaller scale for the Mass Rehab Commission and the Mass Commission for the Blind. This is primarily a demand response service with transportation requested being processed by the agency through the HST Office and MART then bids out the trips via a low cost bid system. Both of these programs combined average approximately 900 to 1,000 one way trips on a monthly basis.

**VII. Other Business**

**VIII. Adjournment**

The meeting adjourned at 11:42 p.m.