

**MONTACHUSETT REGIONAL TRANSIT AUTHORITY (MART)
MEETING MINUTES OF APRIL 19, 2016
MART MAINTENANCE FACILITY
1427R WATER STREET
FITCHBURG, MA 01420**

I. Call to Order

The meeting was called to order at 10:48 a.m.

ADVISORY BOARD MEMBERS PRESENT: (constituting a quorum)

Mayor Mark Hawke	Gardner
Colleen Faris (representing Mayor)	Leominster
A.J. Tourigny (representing Mayor)	Fitchburg
Selectperson Heather Billings	Westminster
Richard Hatch (representing Selectmen)	Shirley
Kenneth F. Troup (representing Selectmen)	Bolton
Keith Bergman (representing Selectmen)	Littleton
Selina Shaw (representing Selectmen)	Boxborough
Selectperson Phyllis Luck	Lunenburg
Pauline Clark	Rider to Board

ADVISORY BOARD MEMBERS ABSENT:

Shaun Suhoski (representing Selectmen)	Athol
Ryan McNutt (representing Selectmen)	Lancaster
Laura Alger (representing Selectmen)	Royalston
Mark Carlisle (representing Selectmen)	Ashburnham
Alyson Toole (representing Selectmen)	Stow
Laura McIntye (representing Selectmen)	Hardwick
Robert Markel (representing Selectman)	Templeton
Robert Pontbriand (representing Selectmen)	Ayer
Pauline Clark	Rider to Board
John Kilcoyne	Sterling
Anita Scheipers (representing Selectmen)	Hubbardston
Selectman Michael Barbaro	Winchendon
No Representative	Harvard
No Representative	Ashby

STAFF PRESENT:

Mohammed Khan, Bruno Fisher, James Sluss, Patricia Brown, Benilda Martinez, Bonnie Mahoney, Sue Gallein, Kathy Marean, Adam Gromelski, and Keary Connors

GUESTS PRESENT:

Kerry LaFleur	Lunenburg
Mark Goldstein	MART's Attorney
Mike Wyman	ATU President
Andy Divoll	Management of Transportation Service
Phil Rocca	Management of Transportation Service
Melissa L'Ecuyer	Management of Transportation Service

II. General Comments

Keith Bergman informed the Board that the Littleton Station will be getting an additional 30 spaces and the Cross Town Connect Agreement was signed last week.

III. Approval of Minutes

A. January 26, 2016

RESOLUTION- Ken Troup of Bolton moved that the Advisory Board of the Montachusett Regional Transit Authority approves the January 26, 2016 minutes as presented. The motion was seconded and passed unanimously.

IV. Financial Matters

A. Status of State Funding

M. Khan informed the Board that there is only \$80 million in the budget for all 15 RTA's. Last year's budget was \$82 million we need to work with the Senate to get an additional \$4 million to bring the total budget for all RTA's to \$84 million.

Also Senator Rosenberg said he would not support a line item for Athol/Orange services, after speaking with him he agreed to a line item of \$400,000 and gradually MART will take over the funding for this service over the next 3 years.

B. Status of Federal Funding

M. Khan stated we have received \$3 million 5307 which is operational money we get from the federal government. This is a slight increase from last year.

C. Finance Committee Report

Ken Troup informed the Board the Finance Committee approved the retirement proposal and the 2.5 % cost of living increase.

D. Financial Update

1. Fiscal Year 2016: Status of Audit FY2016

James Sluss informed the Board that MART's year to date is showing a surplus. MART will use the surplus to fund transit side of the operation.

2. Budget and Income/Expenditures Report 8 months FY2016

E. Reforecast FY2016 Budget for the Advisory Board and Projected Revised Local Assessments

M. Khan went over the changes in the reforecasted budget and budget summary.

RESOLUTION-Ken Troup of Bolton moved that the Advisory Board of the Montachusett Regional Transit Authority approves the revised FY2016 budget as presented by the Administrator with a total local assessment not to exceed \$2,152,222 in accordance with Proposition 2 ½. The motion was seconded and passed unanimously.

V. Administrative Matters

A. Implementation of Cost of Living Increase for Staff effective January 1, 2016

James Sluss informed the Board the 2.5 % increase is about \$43,000 and only \$14,000 is related to the transit. He also told the Board we have reviewed all job titles and the salary range of all jobs. Once an employee reaches the top range that is as far as their pay will go, they will have to take on more responsible or assume a new role. All merit raises will have to be approved by the Administrator or Deputy Administrator, CFO and HR Manager.

RESOLUTION-Keith Bergman of Littleton moved that the Advisory Board of the Montachusett Regional Transit Authority approves a cost of living increase of 2.5% for all MART staff effective January 1, 2016 as recommended by the Administrator. The motion was seconded and passed unanimously.

B. Review of Retirement Proposal

James Sluss informed the Board the proposed retirement is about \$342,000 total \$115,000 on the transit and \$227,000 is brokerage. These numbers are taken from a projection of our current payroll. He also discussed all the pension options.

RESOLUTION-Ken Troup of Bolton moved that the Advisory Board of the Montachusett Regional Transit Authority approves the non-defined benefit pension plan (10% employer contribution) as presented. The motion was seconded and passed unanimously.

C. The Northeast (Massachusetts) Homeland Security Regional Advisory Council (NERAC) has asked MART to host an AmbuBus for transporting non-mobile patients during large emergencies evacuations. MART is asking the Board to approve hosting this bus.

Bonnie Mahoney informed the Board MART is considering hosting an AmbuBus. The AmbuBus can be used by any MART member community as needed for large emergencies. MART is only responsible to drive the AmbuBus and deploy the lift.

RESOLUTION-Selina Shaw of Boxborough moved that the Advisory Board of the Montachusett Regional Transit Authority approves MART to host the AmbuBus and signing of the MOU. The motion was seconded and passed unanimously.

D. COA Transportation Contract and Insurance Transfer to Towns for COA Vehicles

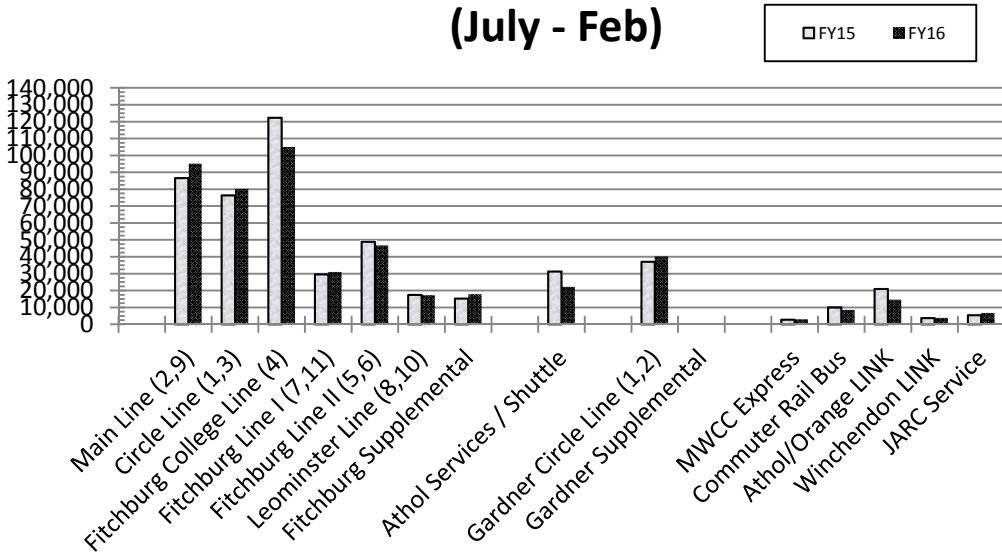
Bruno Fisher informed the Board MART will be having the COA's sign an MOU and offer training to all COA's yearly. We need to standardize the way all COA's use the vans and reporting. MART will transfer the insurance for all COA vans to the towns/cities and this insurance will be billable back to MART. We will be sending out the MOU to all Board of Selectman's offices for review.

VI.

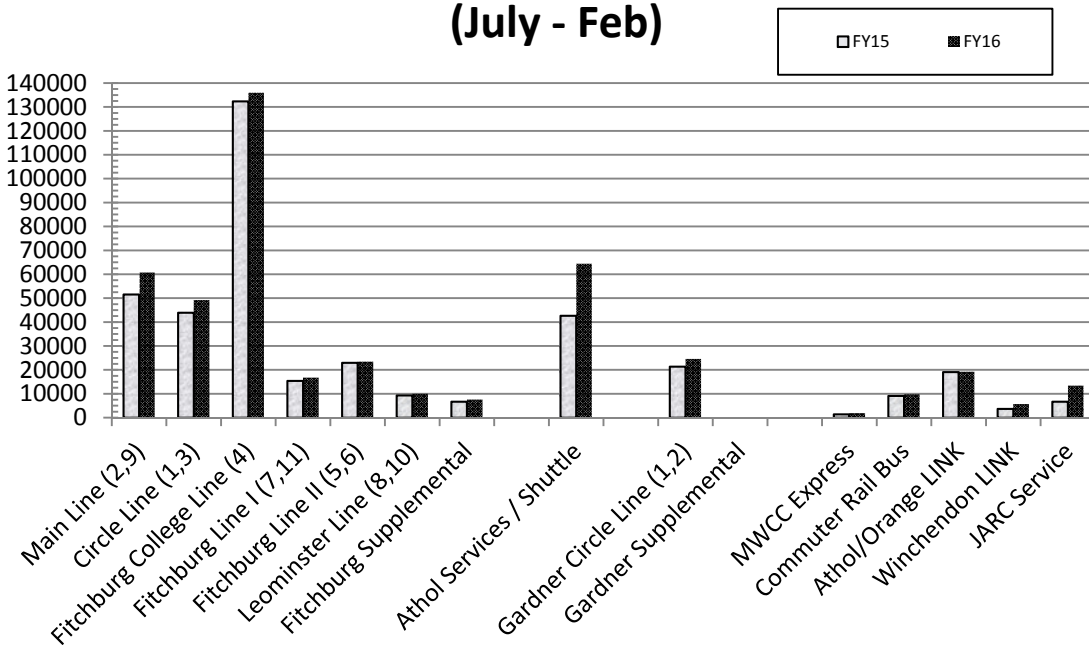
Operational Services

A. MART Operation Status on Revenue and Ridership 8 Month Review

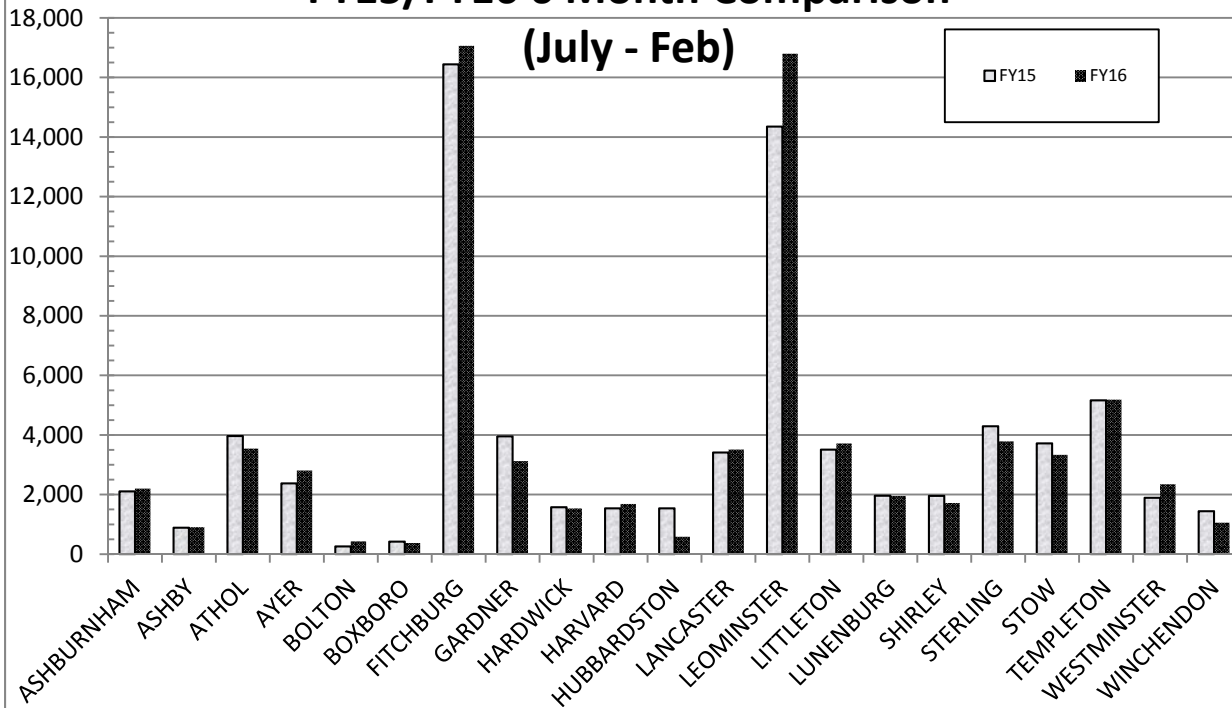
**Fixed Route Ridership
FY15/FY16 6 Month Comparison
(July - Feb)**



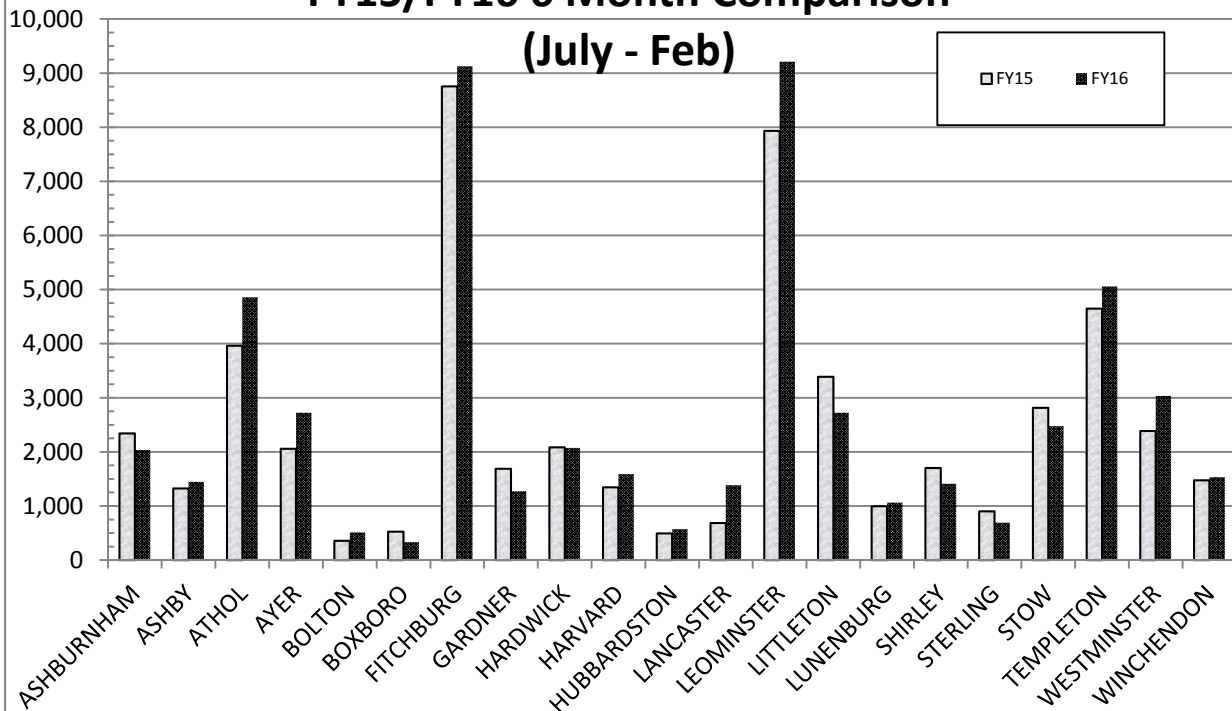
**Fixed Route Revenue
FY15/FY16 6 Month Comparison
(July - Feb)**



Council On Aging Ridership FY15/FY16 6 Month Comparison (July - Feb)



Council On Aging Revenue FY15/FY16 6 Month Comparison (July - Feb)



- VII. Other Business**
 - A. The Proposed Commuter Rail Schedule and Improvement
- VIII. Adjournment**
 - The meeting adjourned at 12:20 p.m.