

**MONTACHUSETT REGIONAL TRANSIT AUTHORITY (MART)
MEETING MINUTES OF DECEMBER 13, 2016
MART MAINTENANCE FACILITY
1427R WATER STREET
FITCHBURG, MA 01420**

I. Call to Order

The meeting was called to order at 10:37 a.m.

ADVISORY BOARD MEMBERS PRESENT: (constituting a quorum)

Mayor Mark Hawke	Gardner
Mayor Dean Mazzarella	Leominster
Mayor Stephen DiNatale	Fitchburg
Selectperson Heather Billings	Westminster
Selina Shaw (representing Selectmen)	Boxborough
Selectperson Phyllis Luck	Lunenburg
Shaun Suhoski (representing Selectmen)	Athol
Selectman Austin Cyganiewicz	Winchendon
Greg Dumass (representing Selectmen)	Sterling
Kenneth F. Troup (representing Selectmen)	Bolton
Pauline Clark	Rider to Board

ADVISORY BOARD MEMBERS ABSENT:

Keith Bergman (representing Selectmen)	Littleton
Robert Pontbriand (representing Selectman)	Ayer
Ryan McNutt (representing Selectmen)	Lancaster
Raeanne Siegel (representing Selectmen)	Hubbardston
Laura Alger (representing Selectmen)	Royalston
Mark Carlisle (representing Selectmen)	Ashburnham
Alyson Toole (representing Selectmen)	Stow
Laura McIntye (representing Selectmen)	Hardwick
Richard Hatch (representing Selectmen)	Shirley
Diana Morrison (representing Selectman)	Templeton
No Representative	Harvard
No Representative	Ashby

STAFF PRESENT:

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

GUESTS PRESENT:

Mark Goldstein	MART's Attorney
Phil Rocca	Management of Transportation Service
George Kahale	Montachusett Regional Planning Commission

II. Approval of Minutes
A. August 30, 2016

RESOLUTION- Mayor Dean Mazzarella of Leominster moved that the Advisory Board of the Montachusett Regional Transit Authority approves the August 30, 2016 minutes as presented. The motion was seconded and passed unanimously.

III. Financial Matters

A. Status of State Funding

M. Khan informed the Board that MART is still waiting on the money for Athol, but it should be coming within the next few months. State forward funds.

B. Status of Federal Funding

M. Khan stated that Federal funding is level funding but it is just taking time to get the money. Federal does not forward fund.

C. Audit FY2016-Presentation by Stowe & Degon

Ken Troup of Bolton informed the Board MART had no findings in the audit this year and everything went smoothly. MART has been removed from financial management oversight and is considered low risk.

D. Acceptance of Audit as Presented

RESOLUTION- Mayor Stephen DiNatale of Fitchburg moved that the Advisory Board of the Montachusett Regional Transit Authority approves to accept the audit as presented. The motion was seconded and passed unanimously.

E. Outlook for 2017 for MART Operation and Financial Status

J. Sluss stated that MART is headed toward a year similar financial to last year. MART's operating company will now be closing their books each month in the same accounting system MART uses. Also MART will have an audit done by the State in March, this is part of a new policy at massDOT.

F. Finance Committee Update

Ken Troup of Bolton informed the Board that Stow & Degon has been doing the audit for five years and this year the audit will need to go out to bid. Also MART is looking to petition the State to become the Brokerage for the entire state. This could potential save the State \$15-\$18 million.

J. Sluss also stated that with MART becoming the Brokerage for the entire state, the State would also save \$1.5 million in administration fees.

MART's average cost per trip is \$18, the other RTA's average cost per trip is \$25-\$31. This service would not start until FY2018 or later.

RESOLUTION-Shaun Suhoski of Athol moved that the Advisory Board of the Montachusett Regional Transit Authority approves MART to petition the State to further MART's HST territory as recommended by the Finance Committee. The motion was seconded and passed unanimously.

RESOLUTION-Ken Troup of Bolton moved the Advisory Board of the Montachusett Regional Transit Authority approve s a 2% Cost of Living to all MART employees effective January 1, 2017. The cost to MART will be approximately \$50,000 and this amount is already accounted for in the budget. The motion was seconded and passed unanimously.

V. Administrative Matters

A. Administrator/Deputy Administrator/Chief Financial Officer Will Present the Fiscal and Financial Management Status of Our Operation; and update on the following:

a. IG's Information Gathering Process Over Last 2 Years

M. Khan informed the Board that with the information MART provided to the IG's Office, they do not think there is any wrong doings at MART. After everything was done MART spent \$200,000 in lawyers' fees and staff time.

b. State and Federal (Triennial) Audit

c. FMO Findings and Recommendations

d. massDOT MART Corrective Action Matrix

J. Sluss informed the Board all other audits listed above have been closed with all questions answered.

B. COA Transportation Status and Requirements

B. Fisher stated MART is gathering data from other RTA's on how they deal with their Council on Aging contracts and insurance policies. MART will then sit down with the communities and get the contracts signed. This all should be done for FY2018.

C. Status/Update on Ayer Commuter Rail Parking Facility

Bruno Fisher stated MART is working with the consultant and the town of Ayer on a conceptual design. The project should be done in 2018.

D. Status/Update Wachusett Commuter Rail Parking Facility and Gardner Commuter Rail Shuttle

B. Fisher stated the Wachusett Station has full train service to it and MART is maintaining the lot. MART will start charging for parking in January 2017. There will be a ribbon cutting ceremony Thursday December 8, 2016. MART is also running a shuttle from Gardner to Wachusett and from the Intermodal in Fitchburg to Great Wolf Lodge via Wachusett Station.

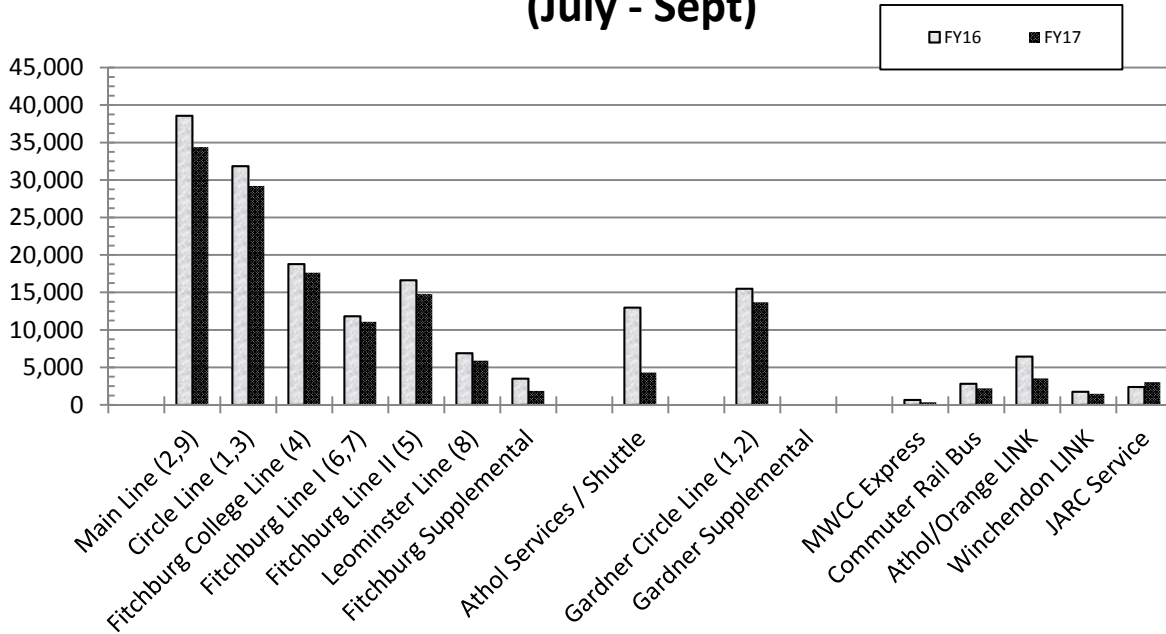
E. Status/Update on Potential Limited Fixed Route Services to Devens

There is a lot of interest from the local employers in the Devens area to have shuttle service. People will pick up the shuttle in centrally located spots. About 300-500 people are potentially interested in the service. The cost will be split 3 ways between MART, local businesses and communities for this service.

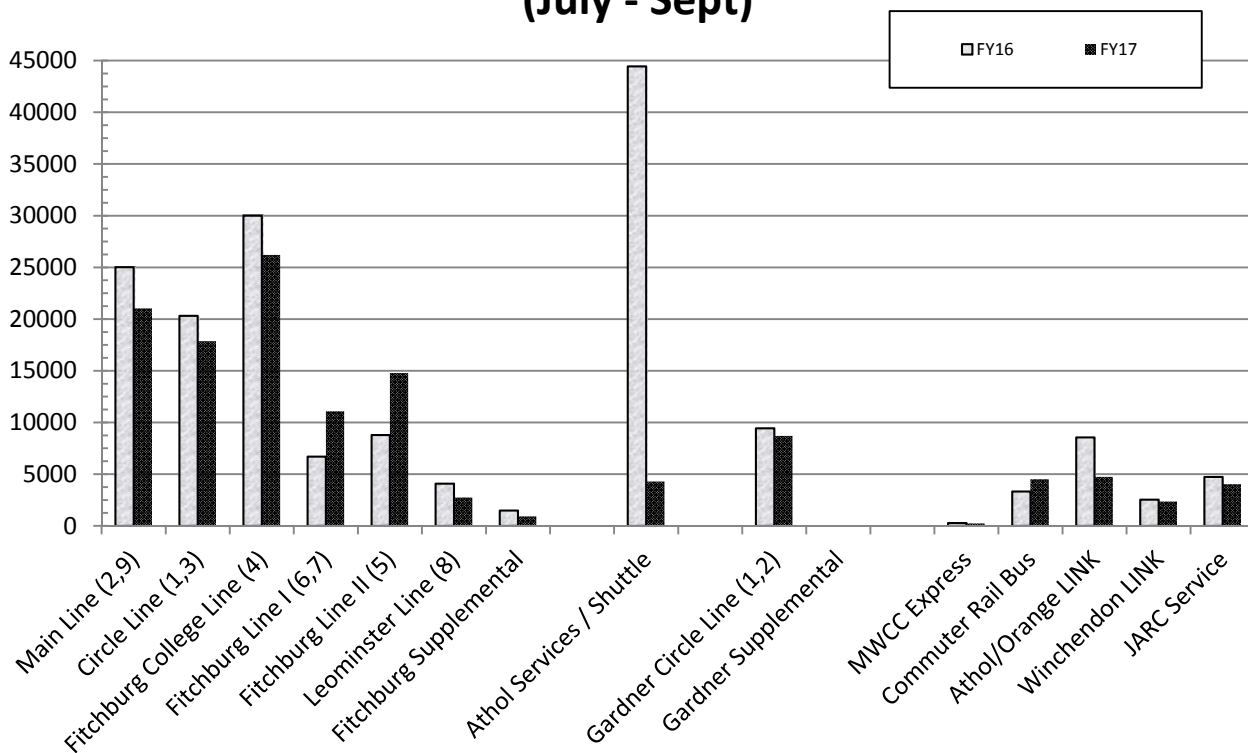
VI. Operational Services

A. MART Operation Status on Revenue and Ridership 4 Month Review

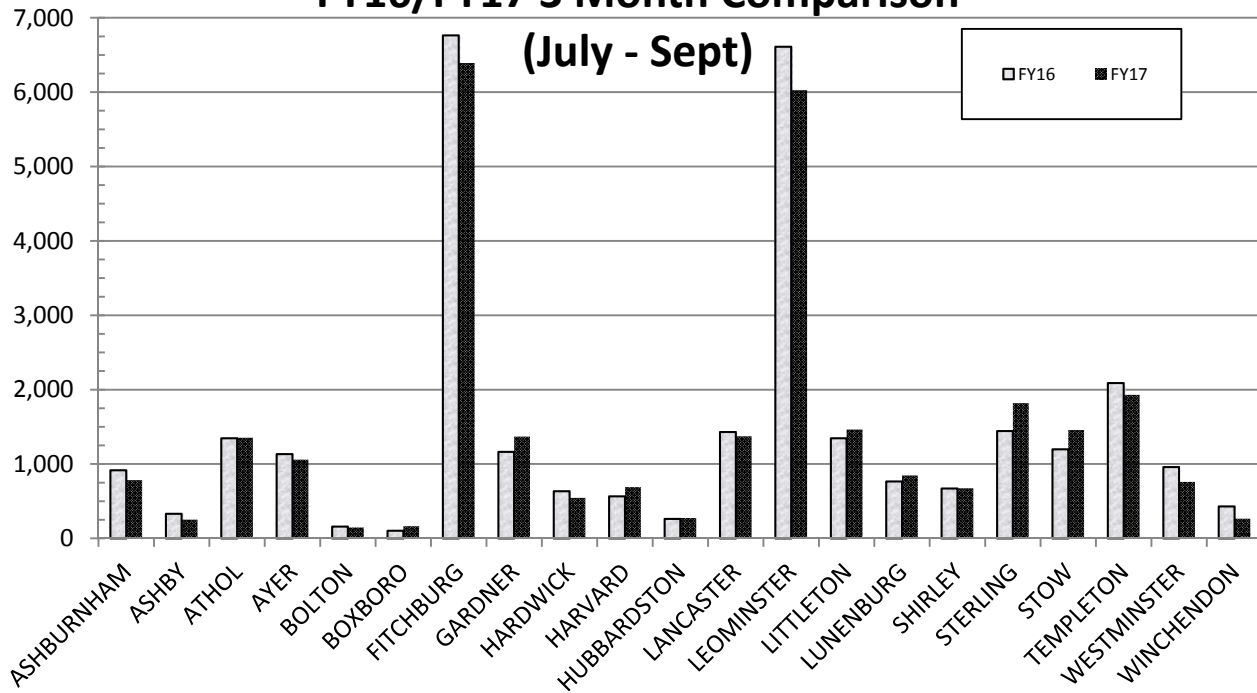
**Fixed Route Ridership
FY16/FY17 3 Month Comparison
(July - Sept)**



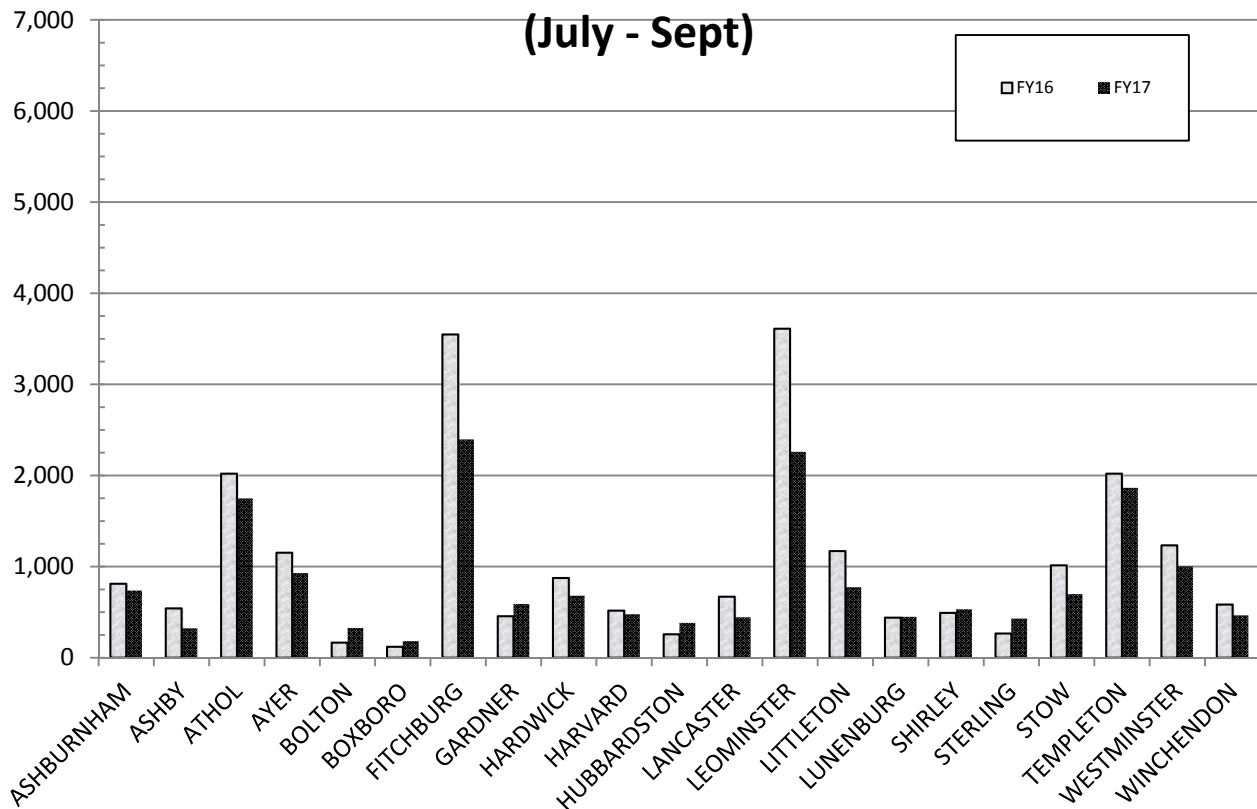
**Fixed Route Revenue
FY16/FY17 3 Month Comparison
(July - Sept)**



Council On Aging Ridership FY16/FY17 3 Month Comparison (July - Sept)



Council On Aging Revenue FY16/FY17 3 Month Comparison (July - Sept)



B. HST Brokerage Operation Update

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 6000 consumers to 175 various day programs across the above mentions 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 500 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 service 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 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 8000 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.

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.

VII. Other Business

VIII. Adjournment

The meeting adjourned at 11:53 a.m.

MART SERVICE SUMMARY
3 Month Overview - FY16/FY17

MART Fixed Route Ridership		
	July - Sept FY16	July - Sept FY17
Main Line (2,9)	38,568	34,389
Circle Line (1,3)	31,834	29,202
Fitchburg College Line (4)	18,780	17,628
Fitchburg Line I (6,7)	11,813	11,089
Fitchburg Line II (5)	16,616	14,782
Leominster Line (8)	6,888	5,903
Fitchburg Supplemental	3,494	1,858
Athol Service / Shuttle *	12,980	4,315
*FR Shuttle began 11/2016 ADA/Agency Service Reallocated		
Gardner Circle Line (1,2)	15,493	13,684
Gardner Supplemental	0	0
MWCC Express	659	353
Commuter Rail Bus	2,816	2,208
Athol/Orange LINK	6,437	3,531
Winchendon LINK	1,741	1,470
JARC Service	2,381	3,029
TOTAL	170,500	143,441

MART Fixed Route Revenue		
	July - Sept FY16	July - Sept FY17
Main Line (2,9)	25,019	21,035
Circle Line (1,3)	20,307	17,854
Fitchburg College Line (4)	30,003	26,220
Fitchburg Line I (6,11)	6,690	11,089
Fitchburg Line II (5)	8,777	14,782
Leominster Line (8)	4,080	2,734
Fitchburg Supplemental	1,484	916
Athol Service / Shuttle *	44,441	4,291
*FR Shuttle began 11/2016 ADA/Agency Service Reallocated		
Gardner Circle Line (1,2)	9,433	8,694
Gardner Supplemental	0	0
MWCC Express	276	234
Commuter Rail Bus	3,326	4,507
Athol/Orange LINK	8,546	4,743
Winchendon LINK	2,529	2,355
JARC Service	4,734	4,030
SUB TOTAL	169,646	123,485
Pass Sales	25,434	25,619
TOTAL	195,080	149,104

MART Demand Response Ridership		
	FY16	FY17
<u>ADA Service</u>		
Fitch/Leom	11,707	10,283
Gardner	1,226	1,180
Westminster	0	105
<u>Subscription Service</u>		
Fitch/Leom	5,912	6,641
Gardner	2,322	1,180
Athol DAR-ADA	0	389
Additional Service	1,135	700
TOTAL	22,302	20,477

MART Demand Response Revenue		
	FY16	FY17
<u>ADA Service</u>		
Fitch/Leom	13,811	8,253
Gardner	1,494	1,932
Westminster	0	136
<u>Subscription Service</u>		
Fitch/Leom	18,272	22,551
Gardner	7,436	6,811
Athol DAR-ADA	0	304
Additional Service	1,728	2,654
SUB TOTAL	42,740	42,640
Pass Sales	12,970	10,862
TOTAL	55,710	53,502

COA Ridership		
	FY16	FY17
ASHBURNHAM	915	783
ASHBY	330	252
ATHOL	1,347	1,354
AYER	1,132	1,058
BOLTON	159	146
BOXBORO	102	164
FITCHBURG	6,763	6,393
GARDNER	1,163	1,369
HARDWICK	634	544
HARVARD	564	689
HUBBARDSTON	261	274
LANCASTER	1,429	1,373
LEOMINSTER	6,611	6,027
LITTLETON	1,346	1,464
LUNENBURG	766	846
SHIRLEY	671	673
STERLING	1,443	1,819
STOW	1,198	1,457
TEMPLETON	2,088	1,930
WESTMINSTER	959	759
WINCHENDON	430	264
TOTAL	30,311	29,638

COA Revenue		
	FY16	FY17
ASHBURNHAM	813	737
ASHBY	542	323
ATHOL	2,021	1,749
AYER	1,152	928
BOLTON	166	326
BOXBORO	121	183
FITCHBURG	3,547	2,397
GARDNER	456	590
HARDWICK	876	681
HARVARD	518	477
HUBBARDSTON	258	382
LANCASTER	671	444
LEOMINSTER	3,610	2,260
LITTLETON	1,171	774
LUNENBURG	440	449
SHIRLEY	492	532
STERLING	266	430
STOW	1,014	698
TEMPLETON	2,020	1,865
WESTMINSTER	1,234	1,003
WINCHENDON	584	465
TOTAL	21,969	17,690

Veterans - COA - General Public Shuttle						
	Passengers		Vehicle Trips		Passengers per Vehicle	
	FY16	FY17	FY16	FY17	FY16	FY17
Worcester	837	828	192	194	4.36	4.28
Boston	631	668	191	200	3.30	3.35
TOTAL	1,468	1,496	383	393		

Veterans - COA - General Public Shuttle Revenue		
	FY16	FY17
Fares Collected	5,692	3,221

Dial-A-MART Services Agency & Fitchburg State College Community Shuttle		
	FY16	FY17
Ridership	10,766	13,329

Dial-A-MART Services Agency & Fitchburg State College Community Shuttle		
	FY16	FY17
Revenue	132,458	178,669

Dial-A-MART Services for HST DDS Routes - Out of Town DDS - MassHealth		
	FY16	FY17
Ridership	27,963	27,657

Dial-A-MART Services for HST DDS Routes - Out of Town DDS - MassHealth		
	FY16	FY17
Revenue	727,572	723,379

TOTALS					
	FY16	FY17		FY16	FY17
RIDERSHIP	263,310	236,037	3 Month Comparison - FY16/FY17	REVENUE	1,138,480
					1,125,564