

**/MONTACHUSETT REGIONAL TRANSIT AUTHORITY (MART)
MEETING MINUTES OF MARCH 27, 2018
MART MAINTENANCE FACILITY
1427R WATER STREET
FITCHBURG, MA 01420**

I. Call to Order

The meeting was called to order at 10:35 a.m.

ADVISORY BOARD MEMBERS PRESENT: (constituting a quorum)

Mike Nicholson (representing Mayor)	Gardner
Michelle Nadeau (representing Mayor)	Leominster
Mayor Stephen DiNatale	Fitchburg
Selina Shaw (representing Selectmen)	Boxborough
Selectperson Phyllis Luck	Lunenburg
Alexandra Turner (representing Selectmen)	Lancaster
Keith Bergman (representing Selectmen)	Littleton
Selectman Austin Cyganiewicz	Winchendon

ADVISORY BOARD MEMBERS ABSENT:

Kenneth F. Troup (representing Selectmen)	Bolton
Jan Robbins (representing Selectman)	Ashburnham
Tim Bragan (representing Selectman)	Harvard
Shaun Suhoski (representing Selectmen)	Athol
Selectperson Heather Billings	Westminster
Robert Pontbriand (representing Selectman)	Ayer
Brian Bullock (representing Selectmen)	Hubbardston
Roland Hamel (representing Selectmen)	Royalston
Alyson Toole (representing Selectmen)	Stow
Richard Hatch (representing Selectmen)	Shirley
Carter Terenzini (representing Selectman)	Templeton
Greg Dumass (representing Selectmen)	Sterling
No Representative	Ashby
No Representative	Hardwick

STAFF PRESENT:

Mohammed Khan, Bruno Fisher, James Sluss, Rebecca Badgley, Bonnie Mahoney, Adam Gromelski and Keary Connors

GUESTS PRESENT:

Mark Reich	KP Law
Susan Doherty	Lunenburg COA
Phil Rocca	Management of Transportation Service
Andy Divoll	Management of Transportation Service
George Kahale	Montachusett Regional Planning Commission

II. General Comments

III. Approval of Minutes

A. December 19, 2017

RESOLUTION- Keith Bergman of Littleton moved that the Advisory Board of the Montachusett Regional Transit Authority approves the December 19, 2017 minutes as presented. The motion was seconded and passed unanimously.

IV. Financial Matters

A. Status of State Funding

Mo stated the State funding is frozen at \$80 million and with the cost of everything going up, we may have to look at reducing service. Also this coming year MART will not be receiving any additional funds/earmark for Athol/Orange services. The RTA's are looking for a budget of \$88 million.

B. Status of Federal Funding

Bonnie Mahoney stated the Federal Government has released 6 months of funding.

C. Finance Committee Update

Keith Bergman stated the Finance Board voted to recommend a cut back budget to the Advisory Board.

James explained to the Board that the deficit is due to increased legal expenses and MART has not yet received the funding for Athol/Orange service. We will need additional funds this coming year in order to not cut service.

Bruno informed the Board that arbitration for the TLT case is scheduled for June, and the claim is at \$1.4 million right now. This decision will be final and MART will have to pay whatever the court decides.

James informed the Board that this project is over 7 years old and still not settled. At this time the Auditors/Lawyers may require MART to have a reserve.

D. Budget and Expenditures Report for FY2018

E. Revised Budget FY2018

Mo went over the revised budget with the Board.

RESOLUTION- Keith Bergman of Littleton moved that the Advisory Board of the Montachusett Regional Transit Authority approves the revised FY2018 budget as presented by the Administrator. The motion was seconded and passed unanimously.

F. Impact on Our Transit Service if the State Assistance Remains Frozen

Mo stated if State Assistance remains at \$80 million there will be no new services added and MART will do it's best to maintain the current service. If MART cannot maintain its current level of service, we will first look to reduce the fixed bus route by an hour in the evening, then ADA service hours, Devens Shuttle and COA Services. MART will also look to reduce staff benefits to cover financial shortfall.

G. Draft Budget FY2019 (with State Contract Assistance Frozen) and FY2019 Budget (at \$88 million)

Mo went over the two budgets. He also informed the communities why the impact of the deficit in funding applied to each community varies. Communities with Fixed Bus Routes will receive a bigger portion of the loss from the deficit in funding. The amounts on the budget for FY2019 are estimated. At the next

meeting we will have a better understanding of the impact if any depending on what budget the State approves. MART will revise the budget as needed.

RESOLUTION- Keith Bergman of Littleton moved that the Advisory Board of the Montachusett Regional Transit Authority approves the FY2019 budget based on \$80 million State Contract Assistance for all RTA's as presented by the Administrator. The motion was seconded and passed unanimously.

RESOLUTION- Keith Bergman of Littleton moved that the Advisory Board of the Montachusett Regional Transit Authority approves to support the budget based on \$88 million State Contract Assistance. The motion was seconded and passed unanimously. The motion was seconded and passed unanimously.

V. Administrative Matters

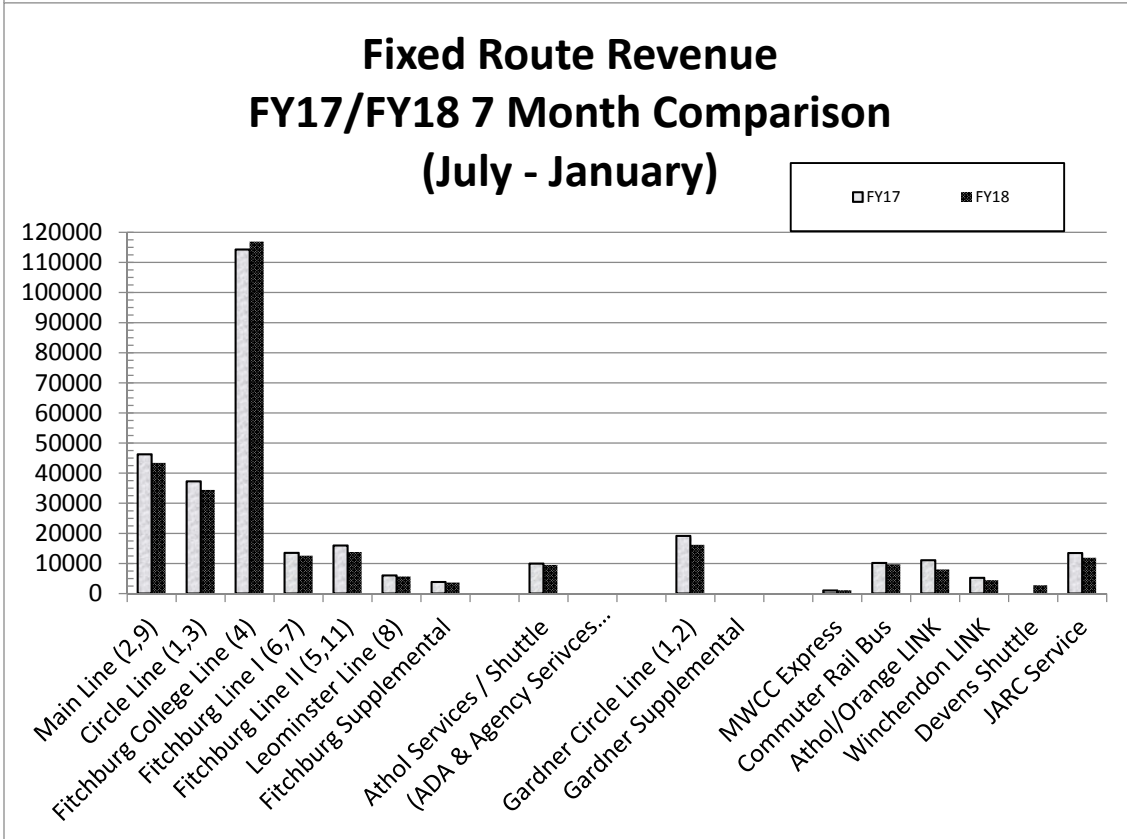
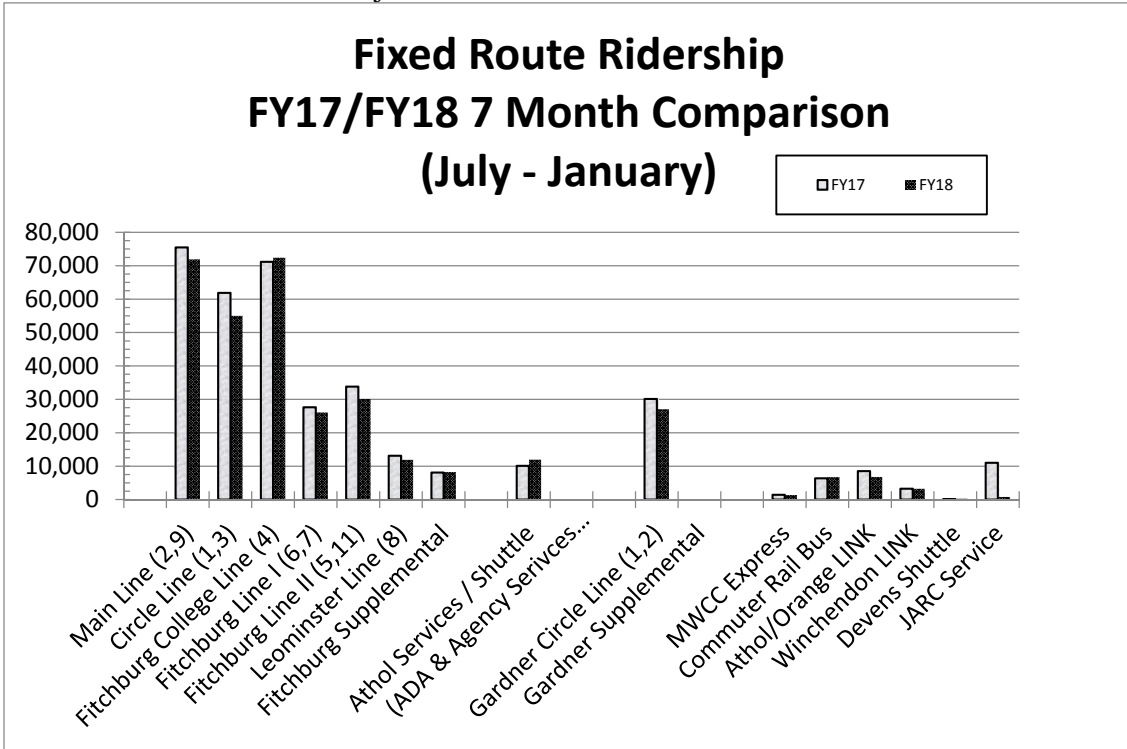
- A. Status/Update on Ayer Commuter Rail Parking Facility and Depot Square Improvements
Bruno informed the Board that the final design phase should be completed in 6 weeks and go in the Central Register in June.
- B. Status/Update on Fixed Route Services to Devens Area
- C. Request for Shuttle Service for the Town of Littleton
Keith Bergman stated we couldn't launch the service we wanted it was too costly so we had to amend the service. We are hoping Devens will make space to store the MART shuttle to save money and travel time. He also stated Friday at 11:00 there will be a meeting with MBTA to talk about adding parking spaces to Littleton Commuter Rail.
- D. COA Transportation Contract Status
Bruno informed the Board MART will be working with each community to work out the final details of the contract. MART will provide the COA's with an invoice template, explanation of direct and indirect costs and a narrative on how to bill.
- E. Title VI Program
Bonnie Mahoney went over the changes made to the Title VI Program.
RESOLUTION- Alexandra Turner of Lancaster moved that the Advisory Board of the Montachusett Regional Transit Authority approves the Title VI Program, as presented by the Grants Manager. The motion was seconded and passed unanimously.
- F. Presentation of MART's Transit Video Series
Bonnie showed the Board a few of the transit video's that were made recently.

VI.

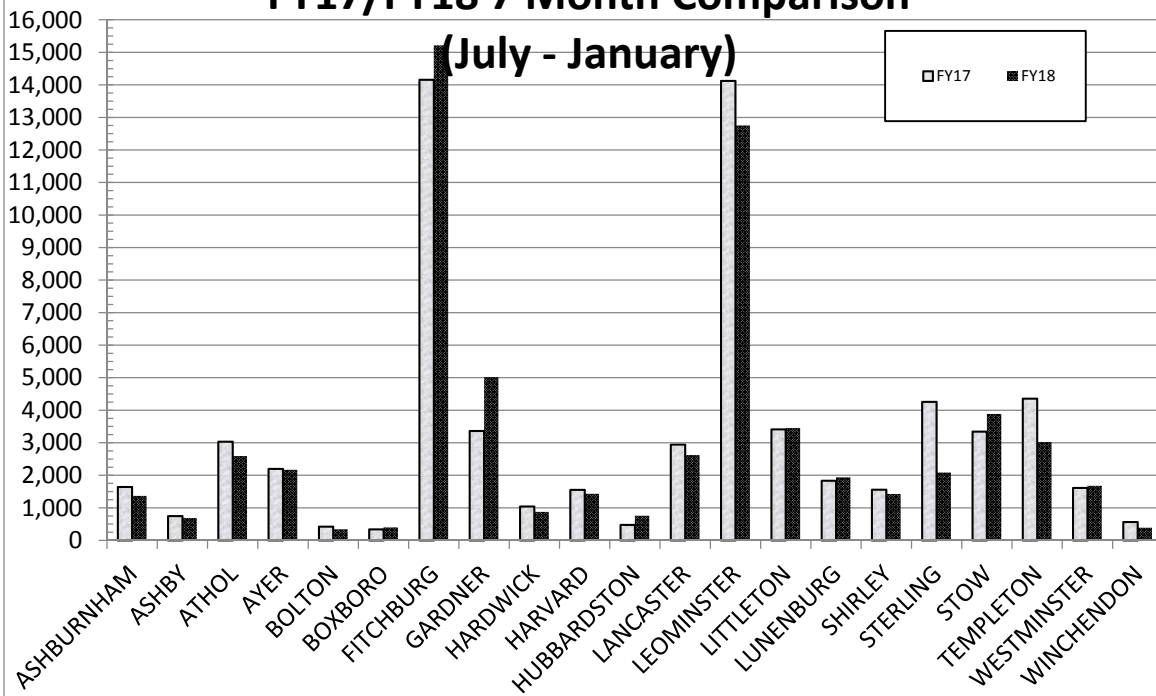
Operational Services

A. MART Transit Operation Status:

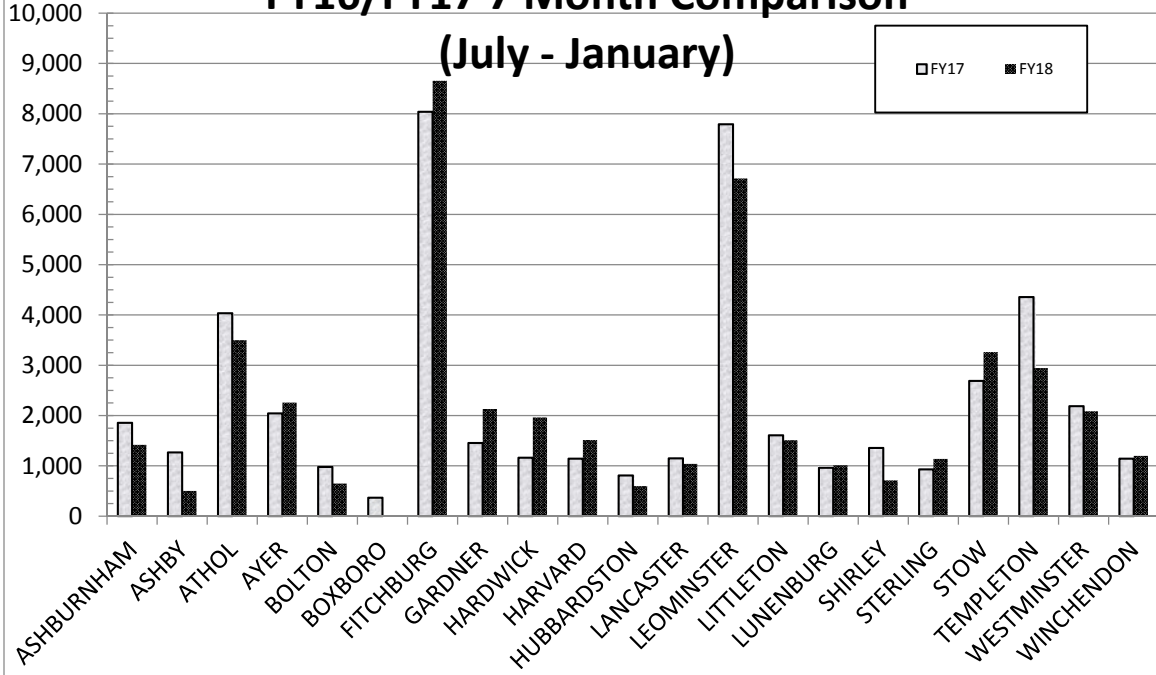
1. Revenue and Ridership
2. Adjustment of Fixed Route Services



Council On Aging Ridership FY17/FY18 7 Month Comparison



Council On Aging Revenue FY16/FY17 7 Month Comparison



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 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 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 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 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 program combined average approximately 900 to 1,000 one way trips on a monthly basis

VI. Other Business

a. Status of Recruitment-Human Resource Manager

Mo stated MART should be hiring a Human Resource Manager within the week.

Selina Shaw stated that Boxborough is looking for a van driver if anyone know of someone.

VIII. Adjournment

The meeting adjourned at 11:53 a.m.

MART SERVICE SUMMARY
7 Month Overview - FY17/FY18

MART Fixed Route Ridership		
	July - Jan FY17	July - Jan FY18
Main Line (2,9)	75,483	71,917
Circle Line (1,3)	61,884	55,000
Fitchburg College Line (4)	71,166	72,518
Fitchburg Line I (6,7)	27,649	26,088
Fitchburg Line II (5,11)	33,814	30,075
Leominster Line (8)	13,116	11,883
Fitchburg Supplemental	8,079	8,275
Athol Service / Shuttle *	10,081	11,958
*FR Shuttle began 11/2016	ADA/Agency Service Reallocated	
Gardner Circle Line (1,2)	30,135	27,011
Gardner Supplemental	0	0
MWCC Express	1,450	1,341
Commuter Rail Bus	6,350	6,715
Athol/Orange LINK	8,543	6,773
Winchendon LINK	3,252	3,248
Devens Shuttle	0	2,430
JARC Service	6,773	5,991
TOTAL	357,775	341,223

MART Fixed Route Revenue		
	July - Jan FY17	July - Jan FY18
Main Line (2,9)	46,241	43,415
Circle Line (1,3)	37,279	34,429
Fitchburg College Line (4)	114,295	116,909
Fitchburg Line I (6,7)	13,549	12,589
Fitchburg Line II (5,11)	15,964	13,806
Leominster Line (8)	6,033	5,690
Fitchburg Supplemental	3,875	3,648
Athol Service / Shuttle *	9,957	9,509
*FR Shuttle began 11/2016	ADA/Agency Service Reallocated	
Gardner Circle Line (1,2)	19,171	16,187
Gardner Supplemental	0	0
MWCC Express	1,058	1,112
Commuter Rail Bus	10,189	9,706
Athol/Orange LINK	11,072	8,047
Winchendon LINK	5,236	4,462
Devens Shuttle	0	2,787
JARC Service	13,472	11,886
SUB TOTAL	307,391	294,184
Pass Sales	58,098	59,713
TOTAL	365,489	353,896

MART Demand Response Ridership		
	FY17	FY18
<u>ADA Service</u>		
Fitch/Leom	23,115	20,343
Gardner	2,872	3,300
Westminster	275	363
<u>Subscription Service</u>		
Fitch/Leom	16,664	19,838
Gardner	5,966	6,705
Athol ADA-DAR	958	855
Additional Service	1,394	2,808
TOTAL	51,244	54,212

MART Demand Response Revenue		
	FY17	FY18
<u>ADA Service</u>		
Fitch/Leom	31,255	38,088
Gardner	5,454	8,611
Westminster	360	681
<u>Subscription Service</u>		
Fitch/Leom	53,979	64,361
Gardner	13,802	18,996
Athol ADA-DAR	755	924
Additional Service	7,827	6,400
SUB TOTAL	113,431	138,060
Pass Sales	24,694	22,252
TOTAL	138,125	160,312

COA Ridership		
	FY17	FY18
ASHBURNHAM	1,639	1,370
ASHBY	748	691
ATHOL	3,034	2,591
AYER	2,198	2,168
BOLTON	419	340
BOXBORO	337	398
FITCHBURG	14,155	15,218
GARDNER	3,362	5,015
HARDWICK	1,043	877
HARVARD	1,553	1,433
HUBBARDSTON	473	756
LANCASTER	2,945	2,622
LEOMINSTER	14,123	12,751
LITTLETON	3,413	3,452
LUNENBURG	1,831	1,936
SHIRLEY	1,559	1,425
STERLING	4,257	2,085
STOW	3,340	3,886
TEMPLETON	4,356	3,022
WESTMINSTER	1,611	1,677
WINCHENDON	562	387
TOTAL	66,958	64,099

COA Revenue		
	FY17	FY18
ASHBURNHAM	1,854	1,419
ASHBY	1,269	502
ATHOL	4,034	3,499
AYER	2,042	2,257
BOLTON	977	647
BOXBORO	367	0
FITCHBURG	8,040	8,661
GARDNER	1,456	2,130
HARDWICK	1,162	1,961
HARVARD	1,142	1,513
HUBBARDSTON	808	596
LANCASTER	1,149	1,040
LEOMINSTER	7,791	6,715
LITTLETON	1,608	1,510
LUNENBURG	962	1,010
SHIRLEY	1,357	712
STERLING	930	1,137
STOW	2,687	3,263
TEMPLETON	4,356	2,944
WESTMINSTER	2,185	2,085
WINCHENDON	1,143	1,198
TOTAL	47,315	44,796

Veterans - COA - General Public Shuttle						
	Passengers		Vehicle Trips		Passengers per Vehicle	
	FY17	FY18	FY17	FY18	FY17	FY18
Worcester	1,789	1,924	434	443	4.12	4.34
Boston	1,478	1,190	440	502	3.36	2.37
TOTAL	3,267	3,114	874	945		

Veterans - COA - General Public Shuttle Revenue		
	FY17	FY18
Fares Collected	11,482	11,259

Dial-A-MART Services Agency & Fitchburg State College Community Shuttle		
	FY17	FY18
Ridership	30,369	28,587

Dial-A-MART Services Agency & Fitchburg State College Community Shuttle		
	FY17	FY18
Revenue	407,688	420,066

Dial-A-MART Services for HST DDS Routes - Out of Town DDS - MassHealth		
	FY17	FY18
Ridership	61,543	58,458

Dial-A-MART Services for HST DDS Routes - Out of Town DDS - MassHealth		
	FY17	FY18
Revenue	1,611,354	1,590,342

TOTALS					
	FY17	FY18		FY17	FY18
RIDERSHIP	571,156	549,693	7 Month Comparison - FY17/FY18	REVENUE	2,581,453
					2,580,671