

BROCKTON AREA TRANSIT AUTHORITY
ADVISORY BOARD MEETING AGENDA
Thursday, April 14, 2016
11:00 am
Revised

- 1. Welcome**
- 2. Public Comments**
- 3. Minutes – January 28, 2016** *M. BC*
- 4. Service – Ridership**
 - i. Ridership *KF*
 - ii. Performance Dashboard *KF*
- 5. Financial Update**
 - i. FY2016 Budget Update *LS*
 - ii. FY2017 Draft Budget *LS*
 - iii. FY2016 Estimated Local Assessments *RGL*
 - iv. Personnel *RGL*
- 6. Comprehensive Regional Transit Plan** *PC*
- 7. Property Disposition** *RGL*
- 8. Administrator’s Report** *RGL*
 - i. Environmental Analysis – Action Plan
 - ii. Fixed Route Fleet Replacement
 - iii. Fleet Procurement
 - iv. Ethics Training
- 9. Old Business / New Business**
- 10. Adjourn**

Calendar – Upcoming Meetings

- 11:00 am, Thursday, May 26, 2016

Note: Invitees are respectfully requested to limit their comments to three minutes understanding the work before the Advisory Board and out of respect for others who may desire to offer comments.

MINUTES OF THE MEETING OF THE BAT ADVISORY BOARD

THURSDAY, APRIL 14, 2016

In Attendance:

Bill Carpenter, Mayor, City of Brockton
Frank Hegarty, Town of Avon
Allan Chiocca, Town of Rockland
Frank Lynam, Town of Whitman
Richard Downs, Rider Representative
Cathie Klabish, ADA Representative
Paul Chenard, OCPC
Pat Ciaramella, OCPC
Reinald Ledoux, Jr., Administrator
Linda Sacchetti, Chief Financial Officer
Kelly Forrester, Project Manager, Operations
Kathy Riddell, Grants Manager
Christina Carew, Administrative Coordinator

The meeting was called to order at 11:15 am at the BAT office, 155 Court Street, Brockton, MA for the purpose of discussing business brought before the Board in accordance with the agenda presented and the notice sent out on April 11, 2016. Mr. Hegarty welcomed everyone and asked for public comments. There were none offered.

Next, a motion was made by Mr. Lynam to accept the minutes of the January 28, 2016 Advisory Board meeting. The motion was seconded by Ms. Klabish and was so approved unanimously.

Next, Ms. Forrester provided information on service and ridership. She noted that both paratransit and fixed route ridership in general are running steady as compared to last year. Paratransit is up .3 percent and fixed route is up 1.5 percent vs. FY2015. Directing the Board's attention to the Performance Dashboard attachment, Ms. Forrester noted that fixed route and paratransit service performed within BAT's standards and goals. BAT's accident experience for the year has been very low in total and below BAT's goal. She noted that in the area of Maintenance both fixed route and demand response are slightly below the standard for FY2016.

Mr. Ledoux briefly reviewed ADA complaints and denial rates where paratransit has historically been at zero. He noted that in the month of October, there were four trip denials with a total to date of 6. This was primarily due to a shortage of drivers. BAT plans to revise its complaint review process short-term and will also be installing a new phone system by the end of June 2016. The new phone system will provide enhanced features to track and also record calls. This will provide additional data which can be more closely monitored.

Next on the agenda was a discussion on the Comprehensive Regional Transportation Plan (CRTP). Mr. Ciamarella gave the group an overview of the original CRTP and an update to the Phase II plans. The Old Colony Planning council plans to analyze and study the cost effectiveness and feasibility of the recommendations. Mr. Chenard provided an overview of some of the suggested recommendations. He has completed the environmental justice review for all including the following:

- Route 14/Stoughton alternative
- Student pass alternative
- Rockland Flex service
- Massassasoit Community College Guaranteed Ride Home program, and
- New routes (route 8/south Field, route 10 and route 11)

Mr. Ledoux added that the findings may not be completed by the next Advisory Board meeting in May. The Rockland Flex service will also be analyzed to determine if it could be converted to an on-demand service. This service is considered a life-line service to the community despite low ridership. BAT will continue to provide the service as long as possible and is asking for continuation of JARC/New Freedom projects. In November, the RTAs will be presenting MADOT and the state with the collective CRTP recommendations.

Next, Ms. Sacchetti provided a summary of the Financial Update that was presented to the Audit & Finance Committee preceding this meeting. The FY2016 budget is \$600,000 under budget of which the majority is due to improved weather, lower fuel and utility costs and reduced health insurance costs due to fewer employees at the contractor level taking health insurance. Mr. Ledoux stated that a number of one-time expenditures have been planned in order to close the gap in the budget through the end of the fiscal year. Some of these include accessibility updates to the BAT Centre, parking garage repairs, Title VI and opiate training for staff, repairs to the Maintenance Facility, and hydraulic lift rehabilitation.

In the area of insurance, total premiums and recovery expenditures are on budget. For the first 8 months, BAT has recovered \$45,000 in insurance claims. There has been a smaller return on premiums as a result of the audit and BAT will be using less of its federal operating funds this year to balance the budget.

Mayor Carpenter asked for a motion to accept the revised FY2016 budget. Motion was made by Mr. Lynam and Mr. Chiocca seconded. The motion was so approved unanimously.

Ms. Sacchetti directed the Board's attention to the FY2017 Draft Budget which was accepted by the Audit & Finance Committee. Mr. Ledoux noted that Governor Baker authorized a level funding of state contract assistance and an amendment will be filed by the RTA Caucus. No action is required by the Board at this time but some of the numbers may change.

A motion was made by Mr. Lynam and seconded by Mr. Hegarty to receive the draft FY2017 budget and the motion was so approved unanimously.

Next Ms. Sacchetti provided an update on FY2016 Estimated Local Assessments and directed attention to the Memorandum on Estimated State Assessments. Assessments will be finalized at the time of the Audit in the fall and each town will receive a small increase. Ms. Sacchetti provided copies of MBTA assessments and state assessments.

Next on the agenda was a discussion of Personnel items which Mr. Ledoux presented. At present, the current salary of the Chief Financial Officer includes a \$2,000 bonus for delivery of a clean audit on schedule. Due to new GASB reporting requirements that involved the Brockton Retirement Board, there was a delay in the delivery of the audit. Management recognizes that the delay was due to circumstances beyond the CFO's control. Mr. Ledoux commended Ms. Sacchetti for the completion of the audit and her excellent work.

Mr. Hegarty made a recommendation that the \$2,000 bonus be shifted and moved to the base salary of the CFO. Mayor Carpenter added that the change would be revenue-neutral and supported the recommendation.

Mr. Chiocca made the motion and Mr. Lynam seconded. The motion was so approved unanimously.

Item 7 on the agenda was a discussion of property disposition. BAT currently has an inventory of obsolete bus parts valued at \$70,000 to be disposed. Mayor Carpenter and Mr. Ledoux recently visited Washington, DC and met with the Ambassador to Haiti. As Brockton has a large Haitian influence and the country of Haiti does not currently have wheelchair accessible vehicles. Mr. Ledoux suggested that the Board consider providing up to two surplus paratransit vehicles to Haiti. Mr. Ledoux was in contact with FTA related to this opportunity.

Brockton has a strong Haitian influence and has had an influx of 50,000 Haitian immigrants to the BAT service area. Additionally, 37 percent of BAT's drivers/operators are of Haitian descent. In the past, BAT has donated two vehicles to Cape Verde and such donations create goodwill within the community.

A motion was made by Mr. Chiocca and seconded by Mr. Lynam to explore the possibility of donating to Haiti surplus vehicles considered beyond their useful life. The motion was so approved unanimously.

Mayor Carpenter thanked Mr. Ledoux and the Advisory Board for providing the opportunity for the 30-hour, meeting-packed trip to Washington and helping to facilitate discussions with key policymakers.

Next Mr. Ledoux provided his Administrator's Report. The first item was a discussion of an environmental hazard that came to light earlier in the year. Mr. Ledoux provided a summary report for the Board's information and suggested the full report is available for anyone's review. He directed the Board's attention to a 3-page document entitled Immediate Action Report (IAP). The IAP is a summary of a 70-page Action Report prepared for BAT by Green Environmental to evaluate the existing lift system and provide recommendations to address the failed lift(s).

A release of hydraulic fluid occurred last year from a lift at the Maintenance Facility which the Maintenance Department was aware of but did not treat with seriousness. Inspections had not been conducted of the lift and the issue was not brought to BAT's attention despite bi-monthly Senior Management meetings. The Vehicle Maintenance Manager is no longer working for the contractor.

Both the state and MADOT were informed. It was noted that no drinking wells, schools or children were impacted by leak. The environmental work to be done will include the removal of 50 cubic yards of soil or approximately two small dump trucks and will be completed by June 30, 2016. The cost at this moment is estimated to be approximately \$70,000 to \$100,000 provided no further contamination is identified. BAT is considering a lift rehabilitation and/or replacement program for FY2017.

Next, Mr. Ledoux provided an update on Fixed Route Fleet Replacement and Fleet Procurement. BAT will be purchasing eight new buses during FY2017 and eight buses in FY2018. These buses will have a newer, more European design and there will also include a slight change to the paint scheme.

Next, Mr. Ledoux reminded the Advisory Board that all members are required to provide an Ethics Training certification periodically. All were asked to forward a copy of their certification to Ms. Sacchetti.

There being no additional discussion in the area of Old/New Business, a motion was made by Mr. Lynam to adjourn, Mr. Chiocca seconded and the motion was so approved unanimously.

Respectfully submitted,



Christina Carew

Administrative Coordinator