

NANTUCKET REGIONAL TRANSIT AUTHORITY

20 R South Water Street

Nantucket, MA 02554

Phone: 508-325-9571

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AGENDA FOR THE MEETING OF THE NRTA ADVISORY BOARD

December 6, 2017

6:00 P.M.

COMMUNITY ROOM, NANTUCKET POLICE STATION
4 FAIRGROUNDS ROAD
NANTUCKET, MASSACHUSETTS

OPEN SESSION

- I. Public Comment.
- II. Approval of Minutes for the March 22, 2017 and September 13, 2017 Meetings.
- III. Public Hearing – Increase of Fare and Pass Rates.
- IV. Appointment of Two Board Representatives to the NRTA's Finance and Audit Committee and Compensation Committee
- V. Other Business.

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DRAFT

ADVISORY BOARD

Minutes of the Meeting of March 22, 2017. The meeting took place in the Community Room of the Nantucket Police Station, 4 Fairgrounds Road, Nantucket, MA 02554. Members of the Board present were: Jim Kelly, Robert DeCosta, Matt Fee, Rick Atherton, and Dawn Hill Holdgate. Absent was Karenlynn Williams. Chairman Kelly opened the meeting at 6:13 p.m.

Public Comment. There was no public comment.

Approval of Minutes for the March 15, 2017 Meeting. The minutes were approved by unanimous consent.

Report from the Compensation Committee. Chairman Kelly reported that the compensation recommended a 2.5% COLA increase for the Administrator.

Approval of FY18 NRTA Administrator's Salary. Mr. DeCosta moved to approve a 2.5% COLA increase for the NRTA Administrator; seconded by Ms. Hill Holdgate. So voted.

Report from Finance and Audit Committee on FY18 Preliminary Budget. Ms. Leary stated the only change from the preliminary budget to the final budget was an increase to state contract assistance that also increased expenses. Mr. DeCosta commented that the budget does not include ferry connector service. Mr. Atherton asked how the \$107,000 for the ferry connector would work and if it could be set aside for year round service? Mr. Kelly stated that it was one time money. Ms. Leary stated that would go back to state contract assistance. Ms. Hill Holdgate moved approval of the FY18 final budget as presented, seconded by Mr. Fee. So voted.

Approval of 2017 Fixed Route Operations. Ms. Leary stated the 2017 fixed route operations begin May 15th through October 9th which is an earlier start date and frequency increases are longer this season. Mr. DeCosta moved approval of the 2017 fixed route operations, seconded by Mr. Atherton. So voted.

Other Business. Ms. Leary reported that the NRTA's Federal Compliance Review that began in late 2015 that addressed policies and procedures has been closed by MassDOT

and the corrective actions related to only two deficiencies have been satisfactorily completed.

The meeting was unanimous adjourned at 6:15 p.m.

Approved: DRAFT

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DRAFT ADVISORY BOARD

Minutes of the Meeting of September 13, 2017. The meeting took place in the Community Room of the Nantucket Police Station, 4 Fairgrounds Road, Nantucket, MA 02554. Members of the Board present were: Dawn Hill Holdgate, Jim Kelly, Matt Fee, Rita Higgins, Jason Bridges and Karenlynn Williams. Chairman Hill Holdgate opened the meeting at 6:00 p.m.

Joint Meeting of NRTA Advisory Board and Board of Selectmen

Year Round Service Implementation Plan Discussion. Paula Leary, NRTA Administrator provided the Board with a summary of eighteen months of work conducted through grants, consultants and public outreach and the outcomes that demonstrate the demand and need for year round bus service. Ms. Leary stated the service needs to be affordable, reliable, convenient and safe to be successful. Ms. Leary provided information on the current level of service provided with nine routes providing service to the mid-island areas, Sconset, Madaket, Surfside and Jetties Beaches and the airport with maximum service hours on the main routes operating from 7:00 a.m. to midnight, operating 148 days in 2016, providing over 19,000 of revenue service and over 192,000 revenue miles with just over 287,000 passenger boardings. The three main routes that operate the entire summer season, the Mid Island and Miacomet Loops and Sconset via Old South Road Route make up 60% of the ridership and service the most populated areas, not just during the summer but of the year round population. At the conclusion of the 2016 season nearly 6 million riders will have been served since service began in 1995. Ms. Leary stated that with several housing projects including Sachem's Path, the Town's housing project and the Richmond development will only increase the population in those areas. Ms. Leary presented the recommended base service and alternate base service recommendations for year round service to begin mid-October 2017. The recommended base service includes an extra week of service on the Madaket Route with 60 minute frequency, the Miacomet and Mid Island Loops operating with 30 minute frequency and a modified Sconset via Old South Road Route with five trips to Sconset and a turn-around along Nobadeer Farm Road with 40-60 minute frequency. Service would operate weekdays from 7:00 a.m. to 9:00 p.m. and weekends from 7 a.m. to 7 p.m. The alternate base service includes the Miacomet and Mid Island Loops operating with 30 minute frequency and a modified Sconset via Old South Road Route with five trips to Sconset and a turn-around along Nobadeer Farm

Road with 40-60 minute frequency. Ms. Leary stated that there are customer service limitations with the alternate base service with decreased hours of operation during the week and weekend that results in unreliable service for employment trips, impacts the customer experience and potential for use, decreases the ridership and fare revenue potential. The operating expense for the recommended base service is \$838,000, revenues of \$427,000 with \$411,000 of additional funding needed. The alternate base service operating expenses is \$703,000, revenues of \$365,000 with \$337,200 of additional funding needed. Ms. Leary discussed viable funding options and recommended a fare and pass rate increase because there hasn't been an increase in over ten years and it would coincide with additional service being provided and through the Town's local assessment which would be assessed for FY19 operations and be reflected on the Town's local aid contribution in FY21, the local assessment would increase to \$809,943 Ms. Leary mentioned that prior funding options were no longer on the table, which included local tax options that required passage of a bill by the state legislator that failed and parking management that was taken out of consideration. Mr. Kelly commented that he has become educated and supports year round service. Mr. Bridges commented that he supports year round service. Mr. Fee commented that he is concerned that the town budget is frightening and is not convinced service is needed in January and February. Chairman Hill Holdgate commented that the service needs to be reliable. Ms. Williams, representing the disabled community, commented on the service may not be needed all day. Dave Fredericks stated that year round service has a value. There was Board consensus for a level of year round service. Mr. Kelly moved to adopt the recommendation of year round bus service at the recommended base service and for the town to fund the service; seconded by Ms. Williams, Mr. Fee abstained. So voted.

The meeting was unanimously adjourned at 6:26 p.m.

Approved: DRAFT

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TO: NRTA ADVISORY BOARD
FROM: PAULA LEARY, NRTA ADMINISTRATOR
RE: PUBLIC HEARING – INCREASE FARE AND PASS RATES
DATE: NOVEMBER 30, 2017

The purpose of this public hearing is for an increase in the NRTA's fixed route fare and pass rate structure and implementation of new annual passes and rates.

As you know, these increases were considerations in funding year round bus service.

Attached please find current and recommended fare and pass rates. Please note: New Annual Pass Rates there is a column for the new rates effective for 2018 for the period of April 27 through December 31, 2018 – these rates are based on 8 months of service provided in 2018 versus 2019 rates with a full year of service.

I recommend the Board vote to approve the rates as presented.

Thank you.

FARES	CURRENT	RECOMMENDED Effective 2018 Season
Mid Island, Miacomet	\$1.00	\$2.00
Jetties Beach (one way)	\$1.00	\$2.00
Sconst Routes*, Madaket**, Surfside Beach, Airport (each way)	\$2.00	\$3.00
Senior (65 and older), Disabled, Veteran, Active military	half fare	half fare

*\$1.50 to/from Rotary and Town

**\$1.50 to/from Crooked Lane to Town

SEASON PASS RATES	CURRENT (mid May - Mid October)	NEW RATES effective 2018 (mid May - mid October)	
Season	\$90	\$135	
Commuter	\$80	\$120	
Nantucket Student	\$50	\$70	
Off Island/College Student	\$80	\$120	
Senior (65 & older) Disabled, Veteran, Active Military	\$50	\$70	
NEW ANNUAL PASS RATES	CURRENT	NEW RATES effective 2018 (4/27-12/31/18)	NEW RATES effective 2019 (1/1-12/31/19)
Annual	n/a	\$150	\$200
Commuter	n/a	\$115	\$150
Nantucket Student	n/a	\$90	\$120
Off Island/College Student	n/a	\$115	\$150
Senior (65 & older) Disabled, Veteran, Active Military	n/a	\$75	\$100
1 Day	\$7	\$8	\$8
3 Day	\$12	\$18	\$18
7 Day	\$20	\$30	\$30
31 Day	\$50	\$75	\$75

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TO: NRTA ADVISORY BOARD

FROM: PAULA LEARY, NRTA ADMINISTRATOR

RE: APPOINTMENT OF TWO BOARD REPRESENTATIVES TO THE
NRTA'S FINANCE AND AUDIT COMMITTEE AND COMPENSATION
COMMITTEE

DATE: NOVEMBER 29, 2017

As required in 2013 by MassDOT and 801 CMR 53.00 regional transit authority advisory boards were to establish a finance and audit committee and a compensation committee. It was recommended that two (2) board members serve in this capacity. A previous board, in 2013, could not get two board members to serve and voted the whole board to act as the finance and audit committee and compensation committee and to "see how it goes". It has been confusing and cumbersome to have all board members serve in this capacity.

The finance and audit committee meets three to four times per year and the compensation committee meets once a year and reports to the full Board.

The responsibilities include but are not limited to:

- Accept and report to the Board on the audit and any management letter forwarded by the auditor (meets with accountant and auditor)
- Meet independently of management to review compensation of Authority employees (under the regulation this is only the Administrator position)
- Review the preliminary and final budget
- Make recommendations to improve the fiscal affairs of the Authority
- Undertake any projects referred to the committee by the Advisory Board

I am requesting the NRTA Advisory Board to revisit the structure of these committees and recommend the Board appoint two (2) members to serve in this capacity.

Attached is a copy of 801 CMR 53.00.

Thank you

