

## **NANTUCKET REGIONAL TRANSIT AUTHORITY**

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[www.nrtawave.com](http://www.nrtawave.com)

### **ADVISORY BOARD**

Minutes of the Meeting of March 16, 2016. 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: Robert DeCosta, Matt Fee, Rick Atherton, Tobias Glidden, and Dawn Hill Holdgate. Absent: Karenlynn Williams. Chairman DeCosta opened the meeting at 6:01 p.m.

Approval of Minutes from the June 24, 2015 and January 6, 2016 Meetings. The minutes of the June 24, 2015 and January 6, 2016 meetings were approved by unanimous consent of the Board.

Report from the Finance and Audit Committee on FY17 Preliminary Budget. Chairman DeCosta reported that for the ferry connector service the Town would contribute and additional \$25,000 and Ms. Leary will continue to seek private funding. The level of service will be dependent on the amount of revenue that can be gotten.

Report of Federal Compliance Review. Ms. Leary reported that the NRTA recently went under a compliance review for federal regulations. The NRTA is a sub-recipient of MassDOT for its federal transit funding. MassDOT is required to conduct compliance reviews of its sub-recipients as a Federal requirement of their triennial review by the Federal Transit Administration. Ms. Leary stated that this is the first time such a review has been conducted by MassDOT. A 58 page package containing 209 questions was provided to the NRTA, which was about 50 hours of work prior to the time spent during the site visit. In addition to answering the questions, materials consisting of various policies and back up documentation were required to be provided in the following areas: project management/grant administration, procurement, disadvantaged business enterprise, equal employment opportunity, asset management, Americans with Disabilities Act, drug and alcohol program, charter bus service, school bus service, intercity bus, service eligibility, nondiscrimination in the delivery of service, and planning and coordination. The compliance review consisted of a desk review of the answers and documents provided prior to the two day site visit. A final report will be issued in the near future.

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Approval of Updated Title VI Rights to Beneficiaries. Ms. Leary stated that during the compliance review a change was necessary to the Title VI Rights of Beneficiaries from “for more information visit the NRTA’s website at [www.nrtawave.com](http://www.nrtawave.com)” to “for more information on NRTA’s Title VI program visit [www.nrtawave.com](http://www.nrtawave.com)”. Mr. Atherton moved approval of the change; seconded by Mr. Glidden. So voted.

Approval of Contract Award to VTS of Massachusetts, Inc. for the Operations and Management of the NRTA’s elderly and disabled van service, Your Island Ride. Ms. Leary stated a request for proposal had been issued and VTS has been the operator since 2011 and has provided a high quality and professional service and recommends the Board award the contract to VTS of Massachusetts, Inc. Mr. Atherton moved approval to award the contract for the operations and management of the NRTA’s elderly and disabled van service to VTS of Massachusetts, Inc.; seconded by Mr. Fee. So voted.

Approval of NRTA Procurement Policies and Procedures. Ms. Leary informed the Board that the NRTA’s Procurement Policies and Procedures meet the requirements of Circular 4220.1F for Third Party Contracting under the Federal Transit Administration. Mr. Atherton moved to approve the Procurement Policies and Procedures; seconded by Mr. Fee. So voted.

Other Business. Ms. Leary announced that the Year Round Transit Study is nearing completion and will be presented to the NRTA Advisory Board and Board of Selectmen in a joint meeting on April 13<sup>th</sup> and that there will be a sneak peek for stakeholders and the public at 10:00 a.m. in the Studio Theater at the Dreamland.

There being no other business before the Board, Mr. Atherton moved to adjourn; seconded by Mr. Fee. So voted.

Approved: March 23, 2016