

# **NANTUCKET REGIONAL TRANSIT AUTHORITY**

20 R South Water Street

Nantucket, MA 02554

Phone: 508-325-9571

TTY: 508-325-7516

[nrta@nantucket-ma.gov](mailto:nrta@nantucket-ma.gov)

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

## AGENDA FOR THE MEETING OF THE NRTA ADVISORY BOARD

March 28, 2018

6:00 P.M.

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

### OPEN SESSION

- I. Public Comment.
- II. Introduction of John Malloy as Board Representative for the Disabled Community.
- III. Approval of Minutes from the December 6, 2017 Meeting.
- IV. Approval of Audit Services Agreement with Bruce D. Norling, CPS, P.C. for Fiscal Years 2018 through 2022.
- V. Opening Meeting Law – Posting of Notice of NRTA Advisory Board Meetings.
- VI. Report from Finance and Audit Committee and Compensation Committee on FY18 Budget Amendment and FY19 Preliminary Budget.
- VII. Approval of FY18 Budget Amendment.
- VIII. Presentation of FY19 Preliminary Budget with 2018 Fixed Route Operations Schedule.
- IX. Other Business.

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TO: NRTA ADVISORY BOARD

FROM: PAULA LEARY, NRTA ADMINISTRATOR

RE: INTRODUCTION OF JOHN MALLOY AS BOARD REPRESENTATIVE FOR  
THE DISABLED COMMUNITY

DATE: MARCH 22, 2018

John Malloy has recently been appointed to serve on the Advisory Board as the disabled representative for 2018 as required by Section 1. Section 5 of chapter 161B of the General Laws (see below).

Dr. Malloy is currently a member of the Commission for Disability and has served on several boards relating to the needs of the disabled community. His professional career, PhD in special education, spanned 50 years working on behalf of persons with disabilities and he continues to advocate for that population.

Welcome Dr. Malloy.

*(Section 1. Section 5 of chapter 161B of the General Laws: One representative of the disabled commuter population shall serve on the advisory board as a non-voting member for a 1-year term. Every city or town in the region, on a rotating basis as determined by the board, shall appoint a representative successively. The mayor or city manager and the chairman, town manager or town administrator shall appoint a resident of the city or town for this purpose. This representative shall be mobility impaired or have a family member who is mobility impaired, be a caretaker of a person who is mobility impaired, or work for an organization that serves the needs of the physically disabled. The representative of a city or town may be re-appointed after representatives from the other cities and towns within the region have served their 1-year terms.)*

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**DRAFT**

## **ADVISORY BOARD**

Minutes of the Meeting of December 6, 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 6:01 p.m.

Public Comment. There was no public comment.

Approval of Minutes for the March 22, 2017 and September 13, 2017 minutes. Mr. Kelly moved approval of the minutes for the March 22, 2017 and September 13, 2017 minutes; seconded by Ms. Higgins. So voted.

Public Hearing to Increase Fare and Pass Rates. Chairman Hill Holdgate opened the public hearing. Paula Leary, NRTA Administrator presented the fare and pass increases with fares going from \$1 to \$2 and \$2 to \$3 with half fares for seniors 65 and older, persons with disabilities, veterans and active military; a season pass increases from \$90 to \$135, Commuter and Off Island or College Student from \$80 to \$120, Nantucket Student and Senior, Disabled, Veteran and Active Military from \$50 to \$70; short term passes will increase a one day from \$7 to \$8, three day from \$12 to \$18, a seven day from \$20 to \$30 and 31 day from \$50 to \$75; new annual pass rates for 8 months of service in 2018 a new annual pass is \$200, Commuter and Off Island and College Student \$125, Nantucket Student \$90, Senior, Disabled, Veteran and Active Military \$90; 2019 rates for an Annual pass \$200, Commuter and Off Island/College Student \$150, Nantucket Student \$120 and Senior, Disabled, Veteran and Active Military \$100. Ms. Leary stated that these were the rates that have been discussed and used to determine funding for year round bus service. There was no speaking in favor or in opposition of the proposed increases. The public hearing was closed with no Board discussion. Mr. Kelly moved approval of the increases as presented; seconded by Ms. Higgins. So voted.

Appointment of Two Board Representatives to the NRTA's Finance and Audit Committee and Compensation Committee. Ms. Leary explained that when the finance and audit committee and compensation committee were required to be established the board at the time could not get two members of the Board to volunteer to serve as members

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and appointed the entire Board to serve in these capacities. It's proven to be cumbersome and confusing as these committees are to report to the Advisory Board. Mr. Kelly commented that he did it find it confusing and offered to serve on the committees. Mr. Bridges also agreed to serve. Ms. Higgins moved to approve Mr. Kelly and Mr. Bridges as members of the NRTA's finance and audit committee and compensation committee, seconded by Mr. Fee. So voted.

Other Business. There was no other business before the Board.

The meeting was unanimously adjourned at 6:07 p.m.

Approved: DRAFT

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TO: NRTA ADVISORY BOARD

FROM: PAULA LEARY, NRTA ADMINISTRATOR

RE: APPROVAL OF AUDIT SERVICES AGREEMENT WITH BRUCE D. NORLING,  
CPA, P.C. FOR FISCAL YEAR 2018 THROUGH 2022.

DATE: MARCH 20, 2018

Attached is an agreement for scope of services for financial statement audit services with Bruce D. Norling for fiscal years 2018 through 2022 for a fee set at \$13,800 per fiscal year. The scope of services includes all services related to auditing the NRTA's financial statements including reporting requirements under the GASB 34 reporting model.

If Federal Awards of \$750,000 or more are received by the NRTA and a single audit is required there will be an additional \$3,500 per year.

I recommend the Board vote to approve the agreement and authorize the Chair to sign.

Thank you.

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TO: NRTA ADVISORY BOARD

FROM: PAULA LEARY, NRTA ADMINISTRATOR

RE: OPEN MEETING LAW – POSTING OF NOTICE OF NRTA ADVISORY BOARD MEETINGS

DATE: JANUARY 4, 2018

In reviewing the Attorney General's Guide to the Open Meeting Law (OML) and the issued regulations, the following two items need to be addressed: a) official designation of the NRTA's website for the posting of public meeting notices; b) notification to the member cities and towns of this designation.

There are two related actions for the posting of Advisory Board meeting notices under 940 CMR 29.03(3)(b).

1. Posting of Advisory Board meeting notices:  
Notices have been posted to the NRTA website for years based on the previous OML guidance which allowed this type of notification method for a regional body like NRTA. Under the above regulation the Advisory Board must now vote to make the website method official.
2. Notification to member cities and towns:  
This part of the regulation requires the NRTA, as the public body, to file and post a notice of the website address, as well as directions on how to locate notices on the website, in each city and town within the NRTA district. A mailing would be prepared and sent to each municipal clerk (for NRTA it would be the Nantucket Town Clerk) with a request to post the notice.

I recommend the Board vote to designate the NRTA website as the official method of meeting notifications and to notify the Town clerk of this designation.

Thank you.

*(Note: all agendas, board packets and approved minutes from 2011 to present for the NRTA Advisory and all agendas, board packets, and approved minutes for the NRTA's finance and audit committee and compensation committee have been posted on the NRTA's website since those committees were established.)*

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TO: NRTA ADVISORY BOARD

FROM: PAULA LEARY, NRTA ADMINISTRATOR

RE: REPORT FROM FINANCE AND AUDIT COMMITTEE AND  
COMPENSATION COMMITTEE ON FY18 BUDGET AMENDMENT AND  
FY19 PRELIMIARY BUDGET

DATE: MARCH 21, 2018

The finance and audit committee and compensation committee will provide the Board with a report from their February 27<sup>th</sup> meeting and March 28<sup>th</sup> meeting on the FY18 amended budget and FY19 preliminary budget.

I've attached the budgets as presented to the finance and audit committee. Also attached is the 2018 Fixed Route service for your reference.

Any changes resulting from the finance and audit committee meeting will be presented to the Board. The final FY19 budget approval will be at the April 11 meeting.

Please do not hesitate to contact me with any questions.

Thank you.

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TO: NRTA ADVISORY BOARD  
FROM: PAULA LEARY, NRTA ADMINISTRATOR  
RE: APPROVAL OF FY18 BUDGET AMENDMENT  
DATE: MARCH 21, 2018

The FY18 amended budget reflects changes, both revenues and expenses, due to the increased level of service beginning April 27.

I recommend the Board vote to approve the FY18 amended budget.

Thank you.



**NRTA FY18  
AMENDED  
BUDGET**

	FY16 ACTUAL	FY17 ACTUAL	FY18 APPROVED	FY18 AMENDED
<b>Revenue</b>				
Transportation services revenue:Farebox revenue	\$ 426,132.91	\$ 437,769.84	\$ 440,000	\$ 490,000
Contract revenue	\$ 3,120.15	\$ 3,405.66	\$ 3,000	\$ 3,000
Transportation services revenue:Other income	\$ 1,800.00	\$ 1,875.00	\$ 2,000	\$ 2,000
Federal 5311	\$ 535,231.00	\$ 540,782.00	\$ 530,000	\$ 550,000
Interest income	\$ 2,059.94	\$ 1,738.09	\$ 2,500	\$ 2,000
Other Income	\$ 2,787.50	\$ 6,610.19	\$ 3,000	\$ 3,000
Third party reimbursements (private funding)	\$ 137,200.00	\$ 255,480.91	\$ 53,000	\$ 96,000
<b>TOTAL REVENUE</b>	<b>\$ 1,108,331.50</b>	<b>\$ 1,247,661.69</b>	<b>\$ 1,033,500</b>	<b>\$ 1,146,000</b>
<b>Expenses</b>				
Other salaries & wages	\$ 173,317.81	\$ 180,367.31	\$ 187,000	\$ 200,000
Fringe benefits	\$ 72,959.10	\$ 98,218.74	\$ 78,000	\$ 103,000
Post Employment Benefits	\$ 21,757.00	\$ 23,767.00	\$ 22,000	\$ 24,000
Purchased Transportation	\$ 1,322,908.70	\$ 1,409,773.20	\$ 1,232,000	\$ 1,274,634
Legal expense	\$ 191.25	\$ -	\$ 100	\$ 100
Accounting expense	\$ 48,478.16	\$ 51,649.27	\$ 50,000	\$ 52,000
Consulting	\$ 4,009.47	\$ 4,556.25	\$ 2,000	\$ 2,000
Auditing expense	\$ 11,547.25	\$ 10,676.12	\$ 13,500	\$ 13,800
Outside services	\$ 46,584.80	\$ 85,555.27	\$ 49,909	\$ 50,000
Vehicle repairs	\$ 7,901.51	\$ 2,039.90	\$ 5,000	\$ 3,500
Fuels and lubricants	\$ 70,218.36	\$ 65,112.37	\$ 82,525	\$ 80,000
Tires	\$ -	\$ 6,024.26	\$ 3,000	\$ -

	5,066.98			
Parts	\$ 21,146.74	\$ 32,025.83	\$ 20,000	\$ 20,000
Vehicle Supplies	\$ 1,418.55	\$ 1,057.38	\$ 1,000	\$ 1,000
Miscellaneous maintenance expense	\$ 7,090.02	\$ 2,063.81	\$ 6,000	\$ 3,000
Insurance - Vehicle	\$ 79,178.11	\$ 77,885.79	\$ 85,000	\$ 80,000
Insurance - Other	\$ 12,871.95	\$ 10,458.32	\$ 15,000	\$ 10,000
Utilities	\$ 6,920.91	\$ 5,847.24	\$ 7,500	\$ 12,500
Promotion & marketing	\$ 14,669.57	\$ 16,839.63	\$ 20,000	\$ 25,000
Miscellaneous operating expense	\$ 1,807.44	\$ 123.17	\$ 1,000	\$ 1,000
Office supplies and expense	\$ 17,421.31	\$ 18,390.05	\$ 12,000	\$ 13,000
Leases	\$ 46,572.16	\$ 49,670.16	\$ 47,000	\$ 50,000
Travel	\$ 5,902.00	\$ 5,075.77	\$ 6,000	\$ 6,000
Training	\$ -	\$ -	\$ 250	\$ 250
Uniforms	\$ 44.00	\$ 1,733.29	\$ 500	\$ 2,000
Interest expense	\$ -	\$ -	\$ 3,000	\$ 35,000
<b>TOTAL EXPENSE</b>	<b>\$ 1,999,983.99</b>	<b>\$ 2,158,910.13</b>	<b>\$ 1,949,284</b>	<b>\$ 2,061,784</b>
Local Assessment	\$ 398,943.00	\$ 408,302.00	\$ 427,600	\$ 427,600
State Contract Assistance	\$ 488,184.00	\$ 488,184.00	\$ 488,184	\$ 488,184

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TO:            NRTA ADVISORY BOARD

FROM:        PAULA LEARY, NRTA ADMINISTRATOR

RE:            PRESENTATION OF FY19 PRELIMINARY BUDGET AND 2018 FIXED ROUTE  
OPERATIONS SCHEDULE

DATE:        MARCH 22, 2018

The FY19 Preliminary Budget and fixed route operations schedule is included under agenda item #VI.

I will have copies available for you at the meeting to make the presentation and discussions of the budgets easier for agenda items VI, VII and VII.

**NRTA FY19  
PRELIMINARY  
BUDGET**

	FY16 ACTUAL	FY17 ACTUAL	FY18 APPROVED	FY19 PRELIMINARY
<b>Revenue</b>				
Transportation services revenue:Farebox revenue	\$ 426,132.91	\$ 437,769.84	\$ 440,000	\$ 1,000,000
Contract revenue	\$ 3,120.15	\$ 3,405.66	\$ 3,000	\$ 3,000
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Third party reimbursements (private funding)	\$ 137,200.00	\$ 255,480.91	\$ 53,000	\$ 96,000
<b>TOTAL REVENUE</b>	<b>\$1,108,331.50</b>	<b>\$1,247,661.69</b>	<b>\$ 1,033,500</b>	<b>\$ 1,659,000</b>
<b>Expenses</b>				
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Legal expense	\$ 191.25	\$ -	\$ 100	\$ 100
Accounting expense	\$ 48,478.16	\$ 51,649.27	\$ 50,000	\$ 50,000
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expense				
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Travel	\$ 5,902.00	\$ 5,075.77	\$ 6,000	\$ 6,000
Training	\$ -	\$ -	\$ 250	\$ 250
Uniforms	\$ 44.00	\$ 1,733.29	\$ 500	\$ 500
Interest expense	\$ -	\$ -	\$ 3,000	\$ 6,000
<b>TOTAL EXPENSE</b>	<b>\$1,999,983.99</b>	<b>\$2,158,910.13</b>	<b>\$ 1,949,284</b>	<b>\$ 3,012,474</b>
Local Assessment	\$ 398,943.00	\$ 408,302.00	\$ 427,600	\$ 865,290
State Contract Assistance	\$ 488,184.00	\$ 488,184.00	\$ 488,184	\$ 488,184

**2018 Fixed Route Service – FY18 Budget Amendment and FY19 Preliminary Budget**

New Year Round Service: April 27- May 13, 2018 and October 9, 2018 – May 12, 2019

ROUTE/LOOP	DATES	HOURS	HEADWAY
Mid Island Loop	April 27-May 13 and Oct. 9 – May 12, 2019	Weekdays 7 am – 9 om Weekends 7 am – 7 pm	30 minutes
Miacomet Loop	April 27-May 13 and Oct. 9 – May 12, 2019	Weekdays 7 am – 9 om Weekends 7 am – 7 pm	30 minutes
Sconset via Old South Road Loop	April 27-May 13 and Oct. 9 – May 12, 2019	Weekdays 7 am – 9 om Weekends 7 am – 7 pm	40 – 60 minutes*

Note: Buses will operate 7 am to 11:30 pm Friday and Saturday Daffodil weekend, Stroll Weekend and from 7 am to 12:00 am New Year’s Eve. There will be no service Christmas Day

\*varies with trips to Sconset

Summer Service: May 14-October 8, 2018

ROUTE/LOOP	DATES	HOURS	HEADWAY
Mid-Island Loop	May 14-June 10 and Sept. 15 -Oct. 8	7 am – 11:30 pm	30 minutes
Mid-Island Loop	Sept. 4 – Sept. 14	7 am – 11:30 pm	15 minutes
Mid Island Loop	June 11- Sept. 3	7 am – 12:00 am	15 minutes
Miacomet Loop	May 14-June 10 and Sept.15-Oct.8	7 am – 11:30 pm	30 minutes
Miacomet Loop	June 11-Sept 3	7 am – 12:00 pm	20 minutes
Miacomet Loop	Sept. 4 – Sept. 14	7 am – 11:30 pm	20 minutes
Madaket Route	May 25-June 17 and Sept.9-16	7 am – 11:30 pm	60 minutes
Madaket Route	June 18– Sept. 3	7 am – 11:30 pm	30 minutes
Sconset via Old South Road Route	May 14 – June 10 and Sept. 4 –Oct 8	7 am – 11:30 pm	60 minutes
Sconset via Old South Road	June 11- Sept. 3	7 am – 12:00 a.m.	60 minutes (11:35 pm and 12:00 am
Sconset via Milestone Road Route	June 11 – Sept. 3	7:15 am – 7:15 pm	60 minutes
Sconset via Polpis Road Route	June 25 - Sept. 3	10 am – 6 pm	1 hr 20 minutes
Surfside Beach Route	June 18 – Sept. 3	10 am – 6 pm	40 minutes
Jetties Beach Route	June 18 – Sept. 3	10 am – 6 pm	30 minutes
Airport Route	June 16 – Sept. 3	10 am – 6 pm	20 minutes

