

# Nantucket Regional Transit Authority

3 East Chestnut Street, Nantucket, MA 02554

Phone: 508-325-9571 • Fax: 508-325-0788 • TTY: 508-325-7516

www.nrtawave.com • nrtan@nantucket-ma.gov

## AGENDA FOR THE MEETING OF THE NRTA ADVISORY BOARD

June 24, 2015

5:45 P.M.

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

- I. Public Comment.
- II. Approval of Minutes from the June 11, 2014 and March 28, 2015 Meetings.
- III. Approval of FY16 NRTA Administrator's Salary.
- IV. Public Hearing – NRTA Regional Transit Plan.
- V. Other Business.



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Minutes of the Meeting of June 11, 2014. 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: Rick Atherton, Robert DeCosta, Bruce Miller, Matthew Fee, Tobias Glidden and Karenlynn Williams. Chairman Atherton opened the meeting at 5:57 p.m.

Approval of Minutes from the March 12, 2014, April 23, 2014 and May 21, 2014 Meetings. Mr. Fee moved approval of the March 12, 2014, April 23, 2014 and May 21, 2014 minutes; seconded by Mr. Miller. So voted.

Fast Ferry Connector Service Update. Paula Leary, NRTA Administrator, informed the Board that the ridership from May 22<sup>nd</sup> through June 5<sup>th</sup> was 426 passengers, an average daily ridership of 28 passenger boardings per day and a cost of \$1,259/passenger. A majority of the users are contractors. It is hopeful that ridership will increase when the season and island gets busier. The NRTA receives inquiries and questions about the service.

Approval of FY15 Revenue Anticipation Note. Ms. Leary informed the Board that the amount the NRTA is borrowing for FY15 operations has decreased by \$1.2 million dollars. As part of the FY14 state budget the regional transit authorities were current financed for State Contract Assistance (SCA), prior year unfunded deficits were paid as were funds to pay down a portion of the RAN. The NRTA's FY15 SCA is \$476,276, this payment is anticipated to be received in September, payment cannot be made until the State's FY15 budget is passed and the money is released by Administration and Finance. Prior year deficits in the amount of \$70,384 and the RAN pay down funding in the amount of \$944,779 was received. Local Assessment payments are now being made monthly rather than quarterly but still 18-24 months in arrears. Four bids were received for the NRTA's \$600,000 Revenue Anticipation Note (RAN) for FY15 operations. I recommend the Board vote to approve the Revenue Anticipation Note with Cape



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Cod Five at a net interest cost .4500% with a due date of the note on June 19, 2015 and authorize the NRTA Advisory Board Chairman and NRTA Administrator to sign the appropriate documents. Mr. DeCosta moved approval; seconded by Mr. Glidden. So voted.

There being no other business before the Board the meeting was unanimously adjourned at 6:01 p.m.

Approved: DRAFT



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Minutes of the Meeting of March 18, 2015. 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: Rick Atherton, Robert DeCosta, Bruce Miller, Tobias Glidden and Karenlynn Williams. Absent was Matt Fee. Chairman Atherton opened the meeting at 6:04 p.m.

Public Comment. There was no public comment.

Approval of Minutes from the April 2, 2014, November 5, 2014 and January 21, 2015 Meetings. The minutes of the April 2, 2014, November 5, 2014 and January 21, 2015 meetings were approved by unanimous consent of the Board.

Public Hearing to Consider an Increase in the Cost of Season Passes. Chairman Atherton opened the public hearing. There were no comments from the public. Chairman Atherton closed the meeting. Mr. DeCosta moved approval of the \$10 increase in the cost of season passes; seconded by Mr. Miller. So voted.

Legislative Mandates. Paula Leary, NRTA Administrator, updated the board on the status of several legislative updates. The Regional Transit Plan is expected to be completed on or about June 1, 2015 and requires a public hearing that has been tentatively set for June 17, 2015. Massachusetts General Law Chapter 7, Section 14C requires quasi-public entities that are independent Commonwealth authorities provide a searchable website that allows the public free of charge to search spending information and available on the NRTA's website with expected completion by the end of April meeting the June 30, 2015 deadline. MAP-21 Section 5326 requires recipients to have transit asset management in place so the FTA and MassDOT have all RTA fixed asset information in on database. Submission of data on physical equipment and infrastructure has been completed.

Report from the Compensation Committee. Mr. Glidden reported the Compensation Committee that there was a lot of information to review and an executive session will be scheduled to discuss compensation of a non-union contract.



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Approval of FY16 NRTA Administrator's Salary. Tabled.

Report from Finance and Audit Committee. Mr. Miller reported that the Finance and Audit Committee reviewed the final FY16 budget and recommended its adoption.

Approval of FY16 Budget. Ms. Leary stated the ferry connector and extended service hours have been incorporated into the FY16 budget. The FY16 operating budgeted expenses are \$2,057,701 and operating revenue is \$1,167,705. Mr. DeCosta moved approval of the FY16 Budget; seconded by Mr. Glidden. So voted.

Approval of 2015 Fixed Route Operations. Ms. Leary presented 2015 fixed route operations with service from May 18, 2015 through October 12, 2015, fares and advertising rates remain unchanged and season pass rates are increased. Mr. Miller moved approval of 2015 Fixed Route Operations as presented; seconded by Mr. DeCosta. So voted.

Approval of Agreement with Bruce D. Norling CPA, PC – Audit Services. Ms. Leary informed the board of the proposal and scope of work to perform the independent audit and the cost for FY15 \$10,000, FY16 \$10,000 and FY17 \$10,200 and an additional \$3,000 fee for the Single Audit. Mr. DeCosta moved approval of the agreement for audit services with Bruce D. Norling CPA, PC; seconded by Mr. Miller and authorized the chair to sign. So voted.

Approval of Amended Employee Manual Policies and Procedures – Hiring of Administrator Process. Ms. Leary stated that through the MassDOT Audit process in August, there was one finding that there was no specific hiring process for the Administrator position. The Employee Manual Policies and Procedures have been amended to include this process. Mr. DeCosta moved approval of the amended policies and procedures; seconded by Mr. Miller. So voted.

Approval of Updated Title VI Plan. Ms. Leary informed the board that the NRTA's Title VI Plan was required to be updated to include and meet the requirements of the Limited English Proficiency (LEP) and Public Participation. Mr. DeCosta moved approval of the updated Title VI Plan and authorized the NRTA Administrator and chair to sign; seconded by Mr. Miller. So voted. Ms.



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Leary then announced to the public that the Title VI has been approved and will be made available on the NRTA's website, at its administrative office, customer service center and upon request. Also posted on the NRTA's website and posted at its administrative office, customer service center and on all vehicles in English and Spanish are the Rights of Beneficiaries and the Discrimination Complaint Procedure approved by the Board on January 25, 2012.

Approval of Updated Disadvantaged Business Enterprise Plan. Ms. Leary informed the Board that the NRTA's Disadvantaged Business Enterprise Plan has been updated to include the required language for small business per CFR 26.39. Mr. Miller moved approval of the NRTA's Disadvantaged Business Enterprise Plan; seconded by Mr. DeCosta. So voted.

Other Business. Ms. Leary informed the board: the funding for the feasibility study for year round service is still being considered at MassDOT, but still remains hopeful; the NRTA recently submitted a Federal 5339 Bus and Facilities competitive application for \$20,000 in funding to improve pedestrian access on Orange Street in front of the Landmark House adjacent to the bus stop, toll credits have been used as the local match so there is no contribution required from the local community, awards are expected to be made in early April; and reminded everyone that the NRTA is a participant in the MassRides Emergency Ride Home Program which enables employees that use transit, bike or walk to work to sign up and get reimbursed for alternate transportation costs if an emergency situation arises. Mr. Miller thanked Ms. Leary for being flexible and open minded and cheerful in implementing some of the service initiatives put forth.

There being no other business before the Authority Mr. DeCosta moved adjournment at 6:22 p.m.; seconded by Mr. Miller. So voted and adjourned.

Approved: **DRAFT**




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TO: NRTA ADVISORY BOARD

FROM: PAULA LEARY, NRTA ADMINISTRATOR 

RE: APPROVAL OF NRTA ADMINISTRATOR FY16 SALARY

DATE: JUNE 16, 2015

I am requesting a 2.5% cost of living increase for FY16 in the amount of \$2,118 with an annual salary of \$86,849. The FY15 salary is \$84,731.00.


Thank you for your consideration.



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TO: NRTA ADVISORY BOARD

FROM: PAULA LEARY, NRTA ADMINISTRATOR 

RE: PUBLIC HEARING – NRTA REGIONAL TRANSIT PLAN

DATE: JUNE 17, 2015

As you know, regional transit authorities were required to develop Regional Transit Plans in accordance with State Legislation as part of the Transportation Finance Bill. After an 18 month process, the NRTA has a final Regional Transit Plan. The final step is to hold a public hearing on the plan.

A power point presentation is currently being developed to present at the public hearing.

Please do not hesitate to contact me if you have any questions regarding the NRTA's RTP. The RTP is available at [www.nrtawave.com](http://www.nrtawave.com).

Thank you.

