

AGENDA FOR THE MEETING OF THE
FINANCE AND AUDIT COMMITTEE
of the NRTA ADVISORY BOARD
MARCH 23, 2016
5:45 P.M.
COMMUNITY ROOM, NANTUCKET POLICE STATION
4 FAIRGROUNDS ROAD
NANTUCKET, MASSACHUSETTS

- I. Approval of Minutes from the March 16, 2016 Meeting.
- II. Review and Comment on FY17 Final Budget.

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FINANCE AND AUDIT COMMITTEE**

Minutes of the Finance and Audit Committee Meeting of March 16, 2016. The meeting took place in the Training Room of the Nantucket Police Station, 4 Fairgrounds Road, Nantucket, MA 02554. Members of the Board present were: Robert DeCosta, Rick Atherton, Matthew Fee, Tobias Glidden and Dawn Hill Holdgate. Absent: Karenlynn Williams. Chairman DeCosta opened the meeting at 5:46 p.m.

Approval of Minutes from the July 22, 2015 Meeting. The minutes of the July 22, 2015 meeting were approved by unanimous consent of the Board.

Review/Comment on FY17 Preliminary Budget. Paula Leary, NRTA Administrator went presented the FY17 preliminary and informed the Board that the Department of Labor prevailing wage for bus drivers has increased by \$11/hour that will impact the level of service. The budget reflects that increase under purchased transportation. Ms. Leary stated the impact can be partially minimized by starting service on a Monday rather than a Saturday and Labor Day and Columbus Day are earlier this year along with reductions in other line items like insurance where \$20,000 is saved by going with a different company. The NRTA and its operator have filed a classification appeal with the Department of Labor and is working with Representatives Keating's office. Ms. Leary informed the Board that there was a shortfall in funding for the ferry connector service and depending on various service scenarios that amount is up to \$150,000, to date \$130,000 in funding has been committed which includes \$50,000 from the Town and the boat lines have committed to \$70,000. Ms. Leary stated that it has been difficult securing additional private funding with no leverage for them to do so and they are looking for a commitment from the Town. The Board discussed that the boat lines benefit from this service and should be funding a majority of the operating costs and the boat lines provide transportation in Hyannis. The Town is providing free parking for their users and they should provide the bus. The cost per passenger is around \$30. . Mr. Glidden stated that 9,000 people, citizens and well as contractors, used the service and we want the system to grow and there are discussion about traffic but not fund

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ways to alleviate it. The Board agreed that the Town would contribute an additional \$25,000 and for Ms. Leary to try to secure more private funding and whatever that is would determine what level of service would be provided for the 2016 season. The Board agreed that the embarkation fee continued to be used for summer specials and that is more important than this service. The Board agreed to support whatever action needs to be taken to put a fee on commuter books. Ms. Leary will continue to try to secure additional private funding and report to the Board next week.

Mr. Atherton moved to adjourn; seconded Mr. Glidden. So voted. The meeting adjourned at 6:01 p.m.

Approved: **DRAFT**

TO: FINANCE AND AUDIT COMMITTEE OF THE NRTA
FROM: PAULA LEARY, NRTA ADMINISTRATOR
RE: FY17 FINAL BUDGET
DATE: MARCH 22, 2016

Attached is the NRTA's FY17 final budget.

The total FY17 operating budget is \$2,202,171, operating revenues are \$1,303,000, the net cost of service is \$897,171, SCA is \$480,000 and the local assessment is \$417,171.

For the purpose of approving the FY17 budget, the highest amount of revenue and expense is included for the ferry connector service, although it is anticipated to be a lesser amount. The Board can approve the budget at a higher amount.

The FY17 budget reflects the 2016 season fixed route service as presented.

I recommend the Finance and Audit Committee vote to accept the FY17 budget as presented with a favorable recommendation for the NRTA Advisory Board to approve.

If you have any questions or require additional information please feel free to contact me at (508) 325-9571 or nrta@nantucket-ma.gov or stop by the office.

Thank you.

NRTA FY17 FINAL BUDGET

	FY 14 ACTUALS		FY 15 ACTUALS		FY 16 APPROVED		FY 17 PRELIMINARY	
Revenue								
Transportation services revenue:Farebox revenue	\$	396,558.23	\$	399,475.94	\$	435,000	\$	435,000
Contract revenue	\$	3,464.24	\$	3,003.90	\$	7,000	\$	3,500
Transportation services revenue:Other income	\$	225.00	\$	900.00	\$	2,000	\$	2,500
Federal 5311	\$	531,803.00	\$	531,946.00	\$	550,000	\$	550,000
Interest income	\$	3,270.93	\$	4,002.54	\$	3,700	\$	4,000
Fully Funded Staff	\$	17,550.00	\$	17,550.00	\$	22,000	\$	21,000
Other Income	\$	6,533.00	\$	7,779.91	\$	6,500	\$	7,000
Ferry Connector	\$	86,192.71	\$	206,608.18	\$	141,505	included below	
Total Revenue without Ferry Connector	\$	1,045,597.11	\$	1,171,266.47	\$	1,167,705	\$	1,023,000
Ferry Connector*							\$	280,000
Total Revenue with Ferry Connector							\$	1,303,000
Expenses								
Other salaries & wages	\$	175,918.85	\$	175,437.68	\$	190,000	\$	180,500
Fringe benefits	\$	54,531.32	\$	59,169.02	\$	56,000	\$	65,367
Post Employment Benefits	\$	23,700.00	\$	24,297.00	\$	22,000	\$	25,000
Purchased Transportation	\$	1,031,248.67	\$	1,033,617.38	\$	1,169,934	\$	1,294,604
Extended Service Hours	\$		\$	3,121.72	\$	41,145	included in purchased transportation	
Ferry Connector	\$	86,192.71	\$	206,608.18	\$	141,505	included below	
Legal expense	\$	52.50	\$	61.25	\$	100	\$	100
Accounting expense	\$	35,144.51	\$	39,360.00	\$	45,000	\$	45,000
Consulting	\$	10,188.75	\$	9,077.03	\$	8,500	\$	1,000
Auditing expense	\$	7,818.13	\$	14,616.66	\$	19,000	\$	10,000
Outside services	\$	40,301.60	\$	46,913.37	\$	42,000	\$	35,000
Vehicle repairs	\$	4,840.86	\$	(2,044.00)	\$	3,000	\$	3,000
Fuels and lubricants	\$	118,800.76	\$	97,145.69	\$	119,000	\$	100,000
Tires	\$	5,227.11	\$	8,402.17	\$	5,000	\$	3,000
Parts	\$	17,275.54	\$	15,589.70	\$	19,057	\$	10,000
Vehicle Supplies	\$	4,663.10	\$	1,991.69	\$	1,000	\$	1,000
Miscellaneous maintenance expense	\$	1,392.58	\$	3,796.58	\$	3,000	\$	3,000
Insurance - Vehicle	\$	64,689.22	\$	66,072.57	\$	66,000	\$	46,000
Insurance - Other	\$	12,559.66	\$	12,653.63	\$	18,000	\$	9,000
Utilities	\$	6,014.88	\$	5,141.74	\$	5,700	\$	5,200
Promotion & marketing	\$	12,967.10	\$	14,119.10	\$	10,000	\$	10,000
Miscellaneous operating expense	\$		\$	7,402.65	\$	1,000	\$	1,000
Office supplies and expense	\$	17,874.32	\$	14,752.82	\$	10,000	\$	10,000
Leases	\$	47,827.90	\$	46,385.98	\$	48,000	\$	47,000
Travel	\$	4,098.75	\$	11,520.21	\$	10,000	\$	10,000
Training	\$	1,647.97	\$	335.00	\$	500	\$	400
Uniforms	\$	476.00	\$	968.00	\$	500	\$	500
Interest expense	\$	9,682.00	\$	2,617.50	\$	2,760	\$	4,500
Total costs and expenses without Ferry Connector	\$	1,795,134.79	\$	1,919,130.32	\$	2,057,701	\$	1,920,171
Ferry Connector*							\$	280,000
Total costs and expenses with Ferry Connector							\$	2,200,171

Net Cost of Service	\$	1,709,600.00	\$	747,863.90	\$	889,996	\$	897,171
Local Assessment	\$	346,532.00	\$	355,195.00	\$	406,996	\$	417,171
State Contract Assistance	\$	1,363,068.00	\$	476,277.00	\$	477,943	\$	480,000
Fund Capital Expenditures			\$	83,608.00				

PROPOSED SERVICE - 2016 ROUTE DATES, HOURS AND HEADWAYS

ROUTE/LOOP	DATES	HOURS	HEADWAY
Mid-Island Loop	May 23-June 19 and Sept.6-Oct. 10	7 am – 11:30 pm	30 minutes
Mid-Island Loop	June 13-June 20	7 am - 12:00 am	30 minutes
Mid Island Loop	June 21- Sept. 5	7 am – 12:00 am	15 minutes
Miacomet Loop	May 23-June 19 and Sept.6-Oct.10	7 am – 11:30 pm	30 minutes
Miacomet Loop	June13-June 20	7 am – 12:00 pm	30 minutes
Miacomet Loop	June 21 – Sept. 5	7 am – 12:00 am	20 minutes
Madaket Route	May 27-June 23 and Sept. 5-11	7 am – 11:30 pm	60 minutes
Madaket Route	June 24– Sept. 5	7 am – 11:30 pm	30 minutes
Sconset via Old South Road Route	May 18 – June 14 and Sept. 6 –Oct 10	7 am – 11:30 pm	60 minutes
Sconset via Old South Road	June 13- Sept. 5	7 am – 12:00 a.m.	60 minutes (11:35 pm and 12:00 am
Sconset via Milestone Road Route	June 20 – Sept. 5	7:15 am – 7:15 pm	60 minutes
Sconset via Polpis Road Route	June 27 - Sept. 5	10 am – 6 pm	1 hr 20 minutes
Surfside Beach Route	June 20 – Sept. 5	10 am – 6 pm	40 minutes
Jetties Beach Route	June 25 – Sept. 5	10 am – 6 pm	30 minutes
Airport Route	June 25 – Sept. 5	10 am – 6 pm	20 minutes
Ferry Connector	TBD	7 am – 10 pm	20 minutes